

Time Management

Benepkpi c dwu{ nkhg cu c eqnngig uvwfgpv ocmgu {qwt vk og c xgt{ xcnwedng tguqwteg. Fqt ocp{ uvwfgpvu, hkpfpki gpqwi j vk og vq ocpig vjgk tgurqpkdknkvku, uwej cu cwgpfpki encuu, uvwf{kpi, yqtmkpi, cpf rctgpvkpi, ecp dg qxgty jgnokpi. Skpeg cffkpi jqwtu vq vjg fc{ ku pqv ep qrvkqp, vk og ocpigogpv, qt vjg cdknkv{ vq wug qpg u vk og ghgvevxgn{ cpf rtqfwe-vkxgn{, ku cp ko rqtvcpv umkn hqt uweegu kp eqnngig.

Key Aspects of Successful Time Management

Tt{kpi vq mgrp vtcm qh fgcfnkpgu, errqkpv ogpvu, cpf uejgfwngu ykvjqwv c ecngpfct ku kpetgfkdn{ fkhkewnv. Ohvgp uvwfgpvu yjq vt{ vq lwuv tgo odgt vjku kphqt ocvkqp ykvjqwv ytkvkpi kv fqyp hqti gy ko rqtvcpv fgcfnkpgu qt hggv xgt{ qxgty jgnogf d{ vjg ogpvcn qxgtnqcf. Fkpf c ecngpfct u{uvgo (rcrgt qt fkikvcn) vjcv yqtmu ygnv hqt {qw cpf vjcv {qw ykm jcxg ceegu vq gxgt{ fc{. Ccngpfctu vjcv ctg rqtvedng (hqt gzcoring, c fkikvcn ecngpfct qp {qwt rjqpg qt c rcrgt rncppgt) yqtm dguv uq vjcv {qw ecp wrfcvg vjgo qp vjg iq. Pqrwnct fkikvcn ecngpfctu kpenwfg Owwnqqm Ccngpfct cpf Gqqing Ccngpfct. Av vjg uvctv qh gcej ugoguvgt, gpvgt cnn fwg fcvgu cpf ko rqtvcpv gxgpvu kp vjg ecngpfct. Rgxkug, cff, cpf wrfcvg cu vk og iquu qp.

Sgwkpi tgo kpfgtu vq uvc{ qp vtcm tgiectfkpi wreokpi fgcfnkpgu ku xgt{ jgnrhwn. Ih wukpi c fkikvcn ecngpfct, kv ku geu{ vq ugv wr c tgo kpfgt pqvkhkecvkqp. Ih wukpi c rcrgt rncppgt, eqpukfgt cffkpi cp gctnkgp pqvg qp {qwt ecngpfct cu c tgo kpfgt. Fqt gzcoring, kh {qw jcxg c dki gzc o qp Artkn 21uv, cff c pqvg vq {qwt ecngpfct qp Artkn 1uv ykvj c tgo kpfgt vq uvctv uvwf{kpi.

rtqfwevkgxgn{, {qw yknn ngctp jqy vq dguv pcxkicvg {qwt
fc{ hqt kfgcn vkog ocpicogpv. Fqt gzcoring, kh {qw
pqvkeg c rcwgtq qh ghgevkxg uvwf{ vkog kp vjg oqtp-
kpiu, dwv nkokvgf rtqfwevkgxkv{ kp vjg ncvg gxgpkpiu, {qw
eqwnf ejqqug vq iq vq dgf gctnkt cpf ycmg wr gctnkt
vq vcmg cfxcpvcig qh {qwt oquv rtqfwevkgxg |qpg

Feeling Overwhelmed

Exgp vjqug ykvj vjg dguv vkog ocpicogpv umknu ecp hgg
kpetgfkdn{ qxgtyjgnogf d{ vt{kpi vq hkv vqq owej kpvq c
dvw{ uejgfwng. Ih {qw ctg hggkpi uvtguugf qwv d{ {qwt vq-fq
nkuv, eqpukfgt vjg hqmqykpi.

Iu vjgtg cp{vjki {qw ecp tg-
oqxg htqo {qwt vcum nkuv, ukornkh{, qt fgngicvg vq

Daily Schedule

	6:00 co	
	6:30	
	7:00 co	
	7:30	
	8:00 co	
	8:30	
	9:00 co	
	9:30	
	10:00 co	
	10:30	
	11:00 co	
	11:30	
	12:00 ro	
	12:30	
	1:00 ro	
	1:30	
	2:00 ro	
	2:30	
	3:00 ro	
	3:30	
	4:00 ro	
	4:30	
	5:00 ro	
	5:30	
	6:00 ro	
	6:30	
	7:00 ro	
	7:30	
	8:00 ro	
	8:30	
9:00 ro		
9:30		
10:00 ro		
10:30		
11:00 ro		
11:30		
12:00 co		