

## Time manegment

hello my name is i sondous how are you are you doing well okay now I will explain something is very very important it is time management I can start okay effective time management is the to atchive your goals and maximizing your productivity this presentation will explore through ental strategies and techniques to help you take control of your time and the levels of success two identifying Time Master One procrastination delaying important task can lead to me delays and Infinate work to maintain skin trying to do too many things at all can decrease productivity and focus three and Planet interruptions constant notifications and an executed Des can disrupt workflow for po organization the disorganized work space and shoulders can lead to wasted time three prioritizing tasks and goals learn to distinguishes between texts textes that are truly arrogant and those that are simply important focus on the height impact activities that produce the majority of your results sit specific miserable achievable achievable relevant and CH pound goals in cre efficiency by groing similar tasks together next effective to ding technique allocate specific time slows for different tasks and activities to maximize your productivity use your calendar to shoulder meeting dealing line and personal Comm commitments to maintain a clear overview of your to Door break down your work into 25 minute intervals with short breaks in between to improve focus and rudu por not and minimizing distraction organize your work space minimis clutter and eliminate and physical or visual distractions set specific time to check and respond to email to a v constant Interruption turn off or silence notification on your devices to sty Fox it on the task at hand resist the T patient to check social media during work hours as it can quickly consume your time finally delegation and sorry about this one identify strength this Rec recognize the tasks and responsibilities that you excel at and forus your efforts there to delegate effectively as appropriate text to team members or employees who have the necessary skills and pend wi three out out Source strategically identify nonn essential tasks that can be outsources to Freelancers or service providers freeing up your time I finished now and I hope you understand understand and I thank you for your watching thank you your listening