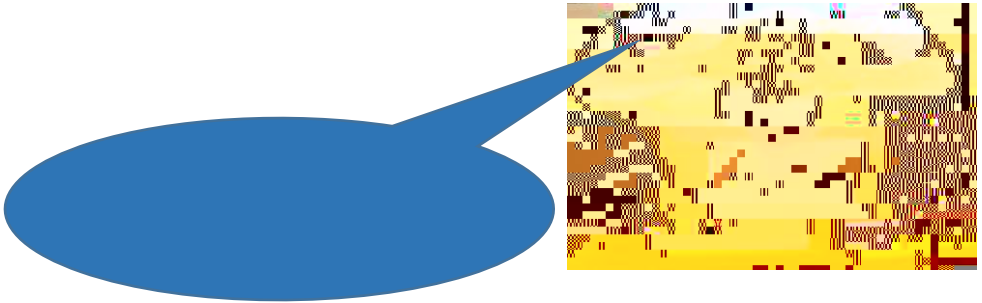


Effective Time Management



Time management is not just about getting to places
 R Q W L P H , W i t h i n t h e Z o n e .

Everything is a task, the walk to University is a task, eating is a task. How long we spend doing these activities will impact on the rest of the day.

Here are a few tips and tricks to help manage your time:

1. Know your limits G R Q ¶ W D F F H S W W R R
 U H V S R Q V L E L O L W \ D Q G G R Q ¶ W J L
 do. If you can, delegate tasks out to other people,
 L I \ R X F D Q ¶ W G R W K D W D S R O R J L
 G R Q ¶ W K D Y H W L P H
2. Learn to say no . You must say no to things you do not have W L P H I R U < R X ¶ U H Q R W R Q O
 own time but others as well.
3. Prioritise your tasks, get the most pressing / important task done first then move onto others.

4. 5 HFRJQLVH ZKHQ \RX ↑ UH Stop RFUDV

5. Avoid multitasking two big / taxing task V < RX FDQ
ZDWFK 1HWIOL[DQG VWXG\ VLPLC
FRQYHUVDWLRQ DQG big task a : KHQ
particularly demanding one, just focus on that .

6.

10. If you really struggle to stick to defined time frames, consider adopting a method like the Pomodoro Technique. Check it out online.