



vision

TIME MANAGEMENT

For More Efficient Use Of Your Time

MAEGS





TIME MANAGEMENT

- **Plan: Time Well Spent. Failure to Plan is Planning to Fail.**
- **Set Long-term Goals.**
- **Prioritise: Non-Urgent Tasks can Wait. Do the Right Thing NOW. It is as important as doing things right.**
- **Make a To-Do List Every Day. Make sure Goals are Realistic**





TIME MANAGEMENT

- **Be Flexible. Allow for Unexpected Interruptions and Distractions. Keep Things in Perspective. Do not Overreact to Unaccomplished Tasks.**
- **Know What Time of Day You Work Best and Use It to your Advantage.**
- **Learn to Delegate. Learn to Say 'NO'. Focus on your Own Goals.**





TIME MANAGEMENT

- **Avoid Perfectionism.**
Unnecessary detail can waste time. This is not to suggest that we do not do things correctly. (Pertinent to Exams).
- **Use Spare Minutes Wisely.** Get some reading done on bus or kill 2 birds with one stone (Planning).

