



TIME MANAGEMENT

Time Mgmt. refers to managing the time effectively so that the right time is allocated to the right activity. Thus, time management refers to making best use of time as time is always limited.

COMPONENTS OF TIME MANAGEMENT

- 1. Effective Planning*
- 2. Setting Goals & Objectives*
- 3. Setting Deadlines*
- 4. Delegation of Responsibility*
- 5. Prioritizing Task*
- 6. Spending right time on right activity*

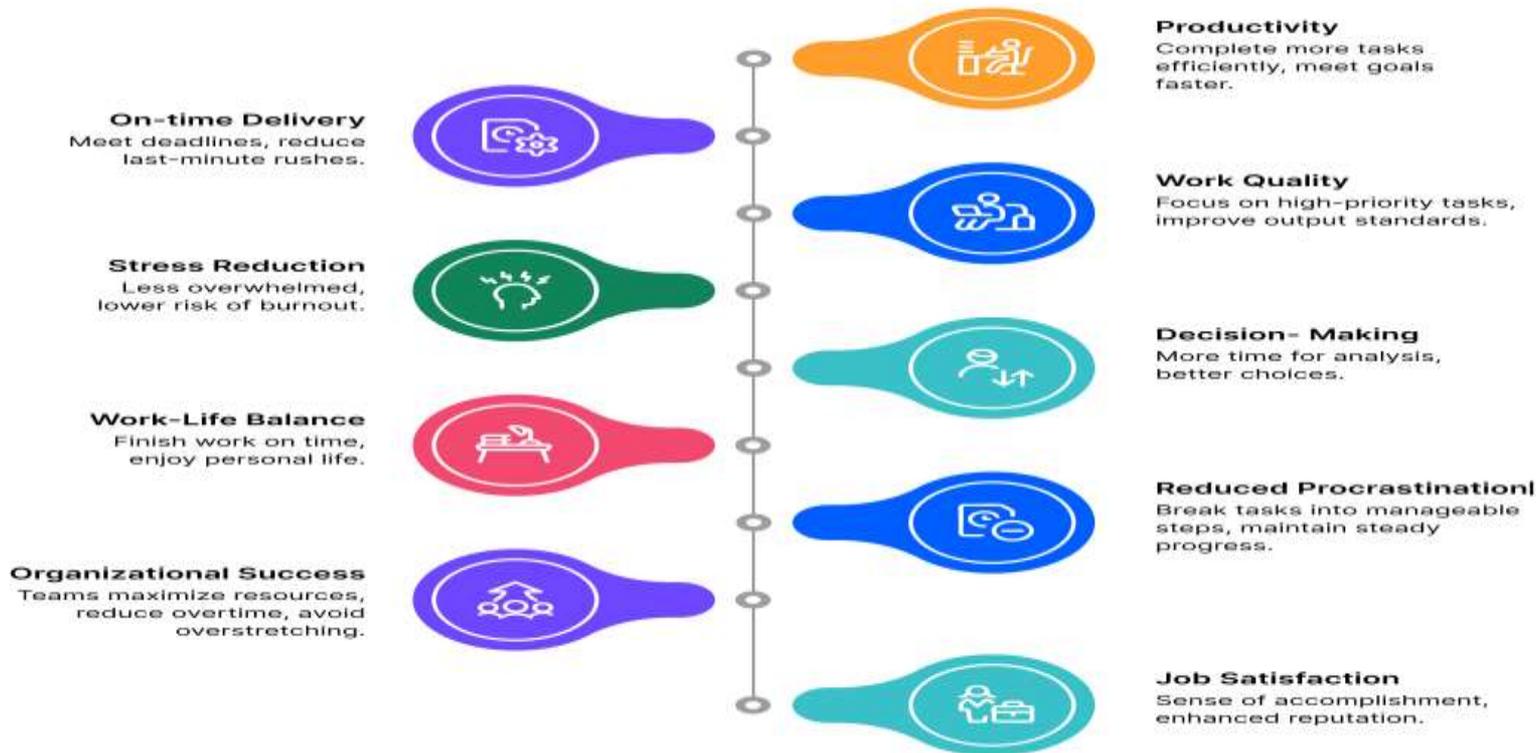


CHARACTERISTICS OF GOOD TIME MANAGER



BENEFITS OF TIME MANAGEMENT

Benefits of time management at workplaces



TIME MANAGEMENT SKILLS

- ❖ Stay Organised
- ❖ Learn to Prioritize
- ❖ Be Practical & Discipline
- ❖ Take Ownership of Work
- ❖ Be a Little Diplomatic
- ❖ More Focused
- ❖ Be Reasonable