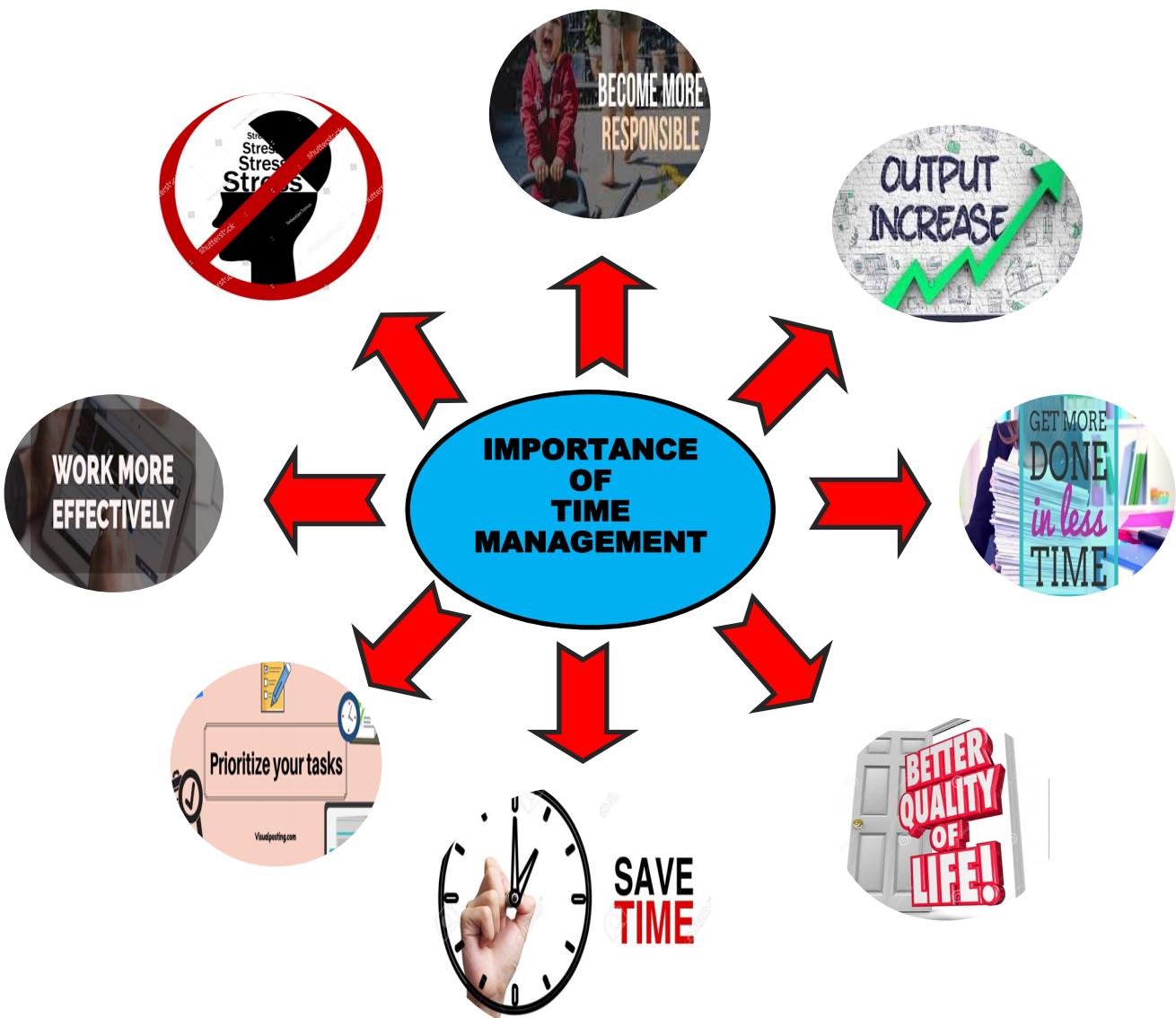




TIME MANAGEMENT

Time Management is managing time effectively so that right time is allocated to right activities. It is a process of organizing and planning how to divide our time to specific activities to have an efficient, effective or productive result. Good time management enables us to work smarter and reduce stress.





TIPS FOR TIME MANAGEMENT

1. Setting Goal



Setting goal helps you to achieve your career path. When you set goal it should be specific, measurable, achievable, time based and realistic.

When you prioritize your task address the urgent, accomplish what you can early and attach deadlines to thing you delay.

3. Prioritizing



5. Spend right time on right activities



Whatever task you get spending right time on right activities is vital and must. This helps to complete activities on right time which leads to reduce stress .

If you have big task, break down the task, than set time for specific task. Avoid interruption and tackle one task at a time

7. Chunk, Block & Tackle



2. Setting Deadline



Whatever work we do, setting deadline helps us to complete work on time and also it remind us to use time effectively.

We can't do everything by ourselves. Don't undertake things you can't complete and always remain consistent to your goals.

4. Learn to say "NO"



6. Checklist



Making checklist capture all your task to be completed within a specific time period in a day.

TIME MANAGEMENT EXAMPLE

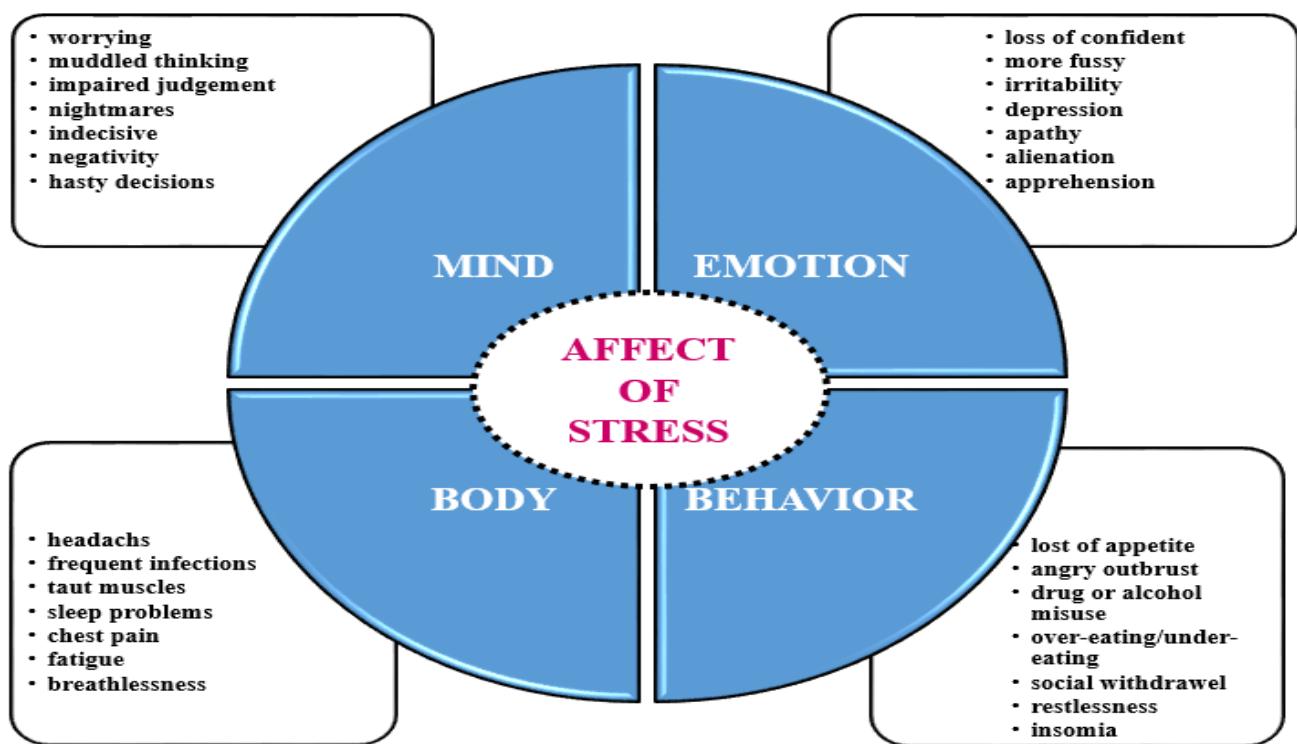
Time Management for COLLEGE STUDENTS in Weekdays. (24 hr)





STRESS

Stress is when your emotions and feelings take over your thinking level which mentally disrupt your physical, emotional and behavioral. Stress can include physical health decline as well as depression.



IMPORTANCE OF TIME MANAGEMENT

If we are living with stress, that means we are putting our entire well-being at risk. To overcome those, it's important to manage our stress to narrow our thinking level to think clearly, function effectively and balance life with time for work, relationships and relaxation.





STRESS MANAGEMENT

IStress management is technique aimed at controlling a person's level of stress which provides a number of ways to manage anxiety and maintain overall well-being.

TIPS FOR STRESS MANAGEMENT

1. Keep a positive attitude

Maintaining positive attitude improves the quality of your life and lead to achieve anything.

2. Identify the sources of stress in your life

To identify the sources of stress, look closely at your own habits and attitude. Each time you feel stress, ask yourself the following questions;

- What is/are the causes of your stress? (make a guess if you are unsure)
- How you feel both physically and emotionally?
- How you acted in response?
- What did you do to make yourself feel better?

3. Practice 4 A's

- Avoid Unnecessary stress
- Alter the situation
- Adapt to the stressor
- Accept the thing you can't change

4. Connect to other people

Reach out to a colleague at work, help someone else by volunteering, accompany someone to the movies or a concert and meeting new people helps you to maintain good relationship and manage stress.

5. Make time for fun, relaxation and maintain balance with a healthy lifestyle.

6. Manage your time

