



Mastering Time Management

Time management is one key to success



Do plan ahead for tomorrows

Knowing what to work on tomorrow and preparing for it will make working much more efficient and less time-consuming.



Don't go without planning

With no planning, you would feel scattered and all over the place, hence it would be inefficient for your time management.

Do's

Create a daily schedule

Make priority lists

Create a daily schedule

Dont's

Make sudden appointments

Work on without priority

Make sudden appointments