



PRIORITING OUR SMES

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Time

Time Management

- *Time management allows you to get the maximum use of your day without overexerting yourself.*
- *It's important to know that Time Management is not a "One Size Fits All" strategy and this presentation is intended to give you a well-rounded toolbox to determine what works for you.*

Time Management

- *Daily/Weekly Paper Planners, Notebooks*

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Project Management

Time

- *Get Things Done or "GTD": This strategy focuses on the amount of time an*



~~The Ultimate~~ ~~Study~~

- *Get some sleep: Being tired can impact the quality of your work and your productivity.*
- *Focus on work during your most productive time of day: Schedule the more important items during that time period, that way you are putting your best work where it matters.*
- *It's okay to have a little fun: Take time out to enjoy yourself. Studying for 16 hours a day isn't feasible.*
- *Be realistic: Know that there isn't one strategy that is going to work forever.*
- *Try not to procrastinate: It can be hard to break old habits, putting away distractions and studying in appropriate environments can increase your productivity immensely.*