

Time management skills

Be proactive

Prevent problems

Learn to Prioritize

High priority - Urgent and important tasks

Medium priority - Urgent but not important tasks

Low priority - Not urgent and not important tasks

Make a Plan

Set clearly defined goals

Goals must be:

Realistic

Achievable

Measurable

Write down some tasks to achieve the goals

Break tasks into steps

Avoid procrastination

Time management tips

Start early

Eat healthy

Do not procrastinate

Do not look at your phone every five minutes

Delegate tasks

Non-manager tasks

Low priority tasks

Part of tasks

Make a To-Do list

Make a list of tasks

Prioritize the tasks

Batch related tasks together

Do sport exercises everyday

Healthy body, healthy mind

Stay organized

Create organizing system

Use a calendar

Set reminders on your phone or computer

Do one thing at a time

Be more focused

Determine the most important tasks

Work on long-term strategic goals when you have maximum concentration

Be diplomatic

Be sensitive with others

Achieve peaceful resolution

Facilitate discussion