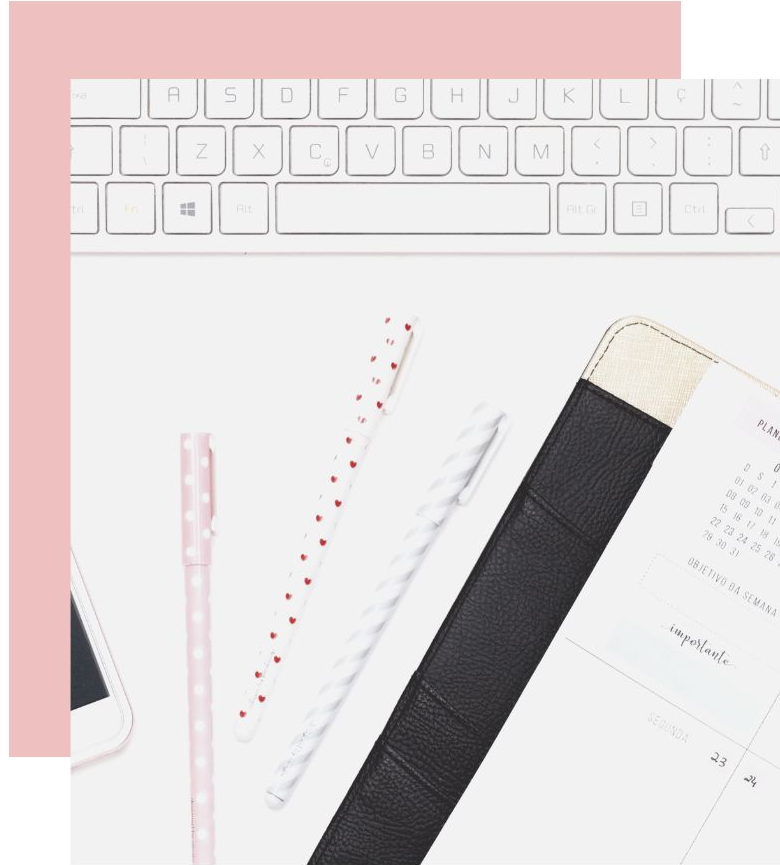


# *Time Management*

## *101*

By Megan Chua



# *Today's Presentation*

## MAIN TOPICS

Common mistakes

Tips & Tricks

Why is this important

# *Common Mistakes*

Trying to tackle big tasks first

This can be overwhelming and usually leads to procrastination

Being indecisive

Not knowing where and what to start

FOMO

Fear of missing out can lead to lack of prioritization

Excuses

Excuses can validate your reasoning to procrastinate

# *Tips & Tricks*



## **PRIORITIZE & RE-PRIORITIZE**

We must constantly be deciding what tasks are more important than others



## **KNOW & TRUST YOURSELF**

Know when to say NO and when you need time to do other things



## **TACKLE SMALL TASKS FIRST**

Sometimes you just need to feel a little accomplished before you can handle bigger projects



## **START OFF ORGANIZED**

Starting your year off strong makes it easier to stay organized the rest of the year

# *Why is this important*

Time management is something you have to practice! Once you start exercising this skill, it will become easier and you will be able to set more time for yourself! You will realize that 24 hours in a day IS enough to get things done.

