

Time Management Tool & Principles



Time is a constant. No matter how hard we try, we'll never be able to add a 25th hour to our day. The key is to get control of the 24 hours we do have.



Key Points to Remember

- Time is one of your most valuable assets
- To make the best use of your time:
 - Plan, prioritize, and define goals
 - Make time-wise decisions
 - Avoid procrastination
 - Capitalize on your prime time
 - Handle emergencies effectively

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Link Below

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Time Management Quiz