IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

LECTURE-18

TIME MANAGEMENT

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- Keeping yourself organized is very important.
- Examine your short and long term goals.
- Set your goals straight and clear.
- Avoid procrastination.
- Be aware of what needs to be done.

- Consider time as a resource. Use it judiciously.
- Work smart.
- Create increased opportunities for advancement.
- Do not let poor time management hamper your effectiveness.
- Avoid stress. It further kills effective time.

- Schedule your tasks properly.
- Try quitting lethargy.
- Believe that your work is good. Keep no self doubts.
- Be confident and disciplined.
- Explore your limits.

- Give yourself sufficient breaks to increase efficiency.
- Prioritize your deadlines.
- Remove excess activities to free up your time.
- Eliminate toxic distractions.
- Tackle the big and important tasks first.