

!

Top Five Tips for Time Management

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!"#\$%&#'()' *+&#,-. +&' ,&# '#%./&01)&#-2#3 ') '*.&0#',.,454,4&%6##
!"#\$%&&'()#*%+#, '\$-,'#.% / #*%+## / -&' ", #*%+2#3-4 '5#!" #1&6' "- (#6#0\$.', +&')#-\$&+, '#
3-4 '#3%#03+, *)#1623-\$-163'#- "#\$6 4 1+0# '7' "30#6", #0%\$-6&-8'5#9-" ,#6#.'6&3.'*#:6&6"\$')# / .-\$.#
/ -&&#.'&1#*%+##; '#&#;+&:-&&' ,#6' ,#: '#0+\$'00;+&5#<#%"%3#\$\$ 4 12% 4-0'#%"#0&' '1#60#3.'#3-4 '#
*%+#01' ", #03+, *-" (# / -&&#:'&# '00#';;'\$3-7'#60#6#2' 0+&35##
#

7"#85')1',	-1+##,109#*#&&0%#2-+## / &#%& : &%,&+6##
=' \$ % 4 '#;6 4 -&-62# / -3. #*%+2#\$\$+20' #0*#&&6:-)3'>3: %?0)#600-(" 4 ' "30#6" , #67'26&&#
2'@+2' 4 ' "30#-\$&+, -" (#633' ", 6"\$'6" , #&63' " '00#1%&-0'05#A>1 '\$3#3#01' ", #2%+(.&*#3 / %#
. %+20#%; #12' 16263-"#6" , #2'7-' / #;#2# '7'2*#. %+2#3 . 63#*%+#01' ", #-"\$&6005##
#

;"#<0* ,429%,109#,4 : &#%'*0#)-. ',4- *%#, / ',#=-+>#2-+9-16#
B% 4 '#03+, ' "30# / %2?#:'03#-"#3. ' # 4 %2' "- (#.%+20#6" , #63.'20#12';'2#3%# / %2?#&63'#-"3%#3.' #
"- (.35#B3+, *# / -3.#4-" -4 6&#,-0326\$3-%"0#6" , # / . ' " #*%+2#62' # 4 %03#6&'235#C+2"##%; ;#*%+2#1. % " ' #
6" , #4-" -4-8'3#-4 '#01' "3#%; ;#360?#%"#3. #'-"3'2' "35#!;#1#00-:&')#2'7-' / #4 63'2-6-(.3#6;3'2#6#
&' \$3+2' # / . ' " #3. #'-" ;%2 4 63-% "#-0#03-&&#;2'0. #-" #*%+2#4-" , #5#D3-&-8' #*%+2#:2'6'0#-"#:'3 / ' " #
\$&600'05#C. '0' #0&%30#62' #1'2; '\$3#;%2#2'7-' / -" (#%2#2'7-0-" (#*%+2#"#3'05#
#

?#"@+&'>#0-=*#)-#A#,&+ : #'*0#)' +A&#(+B&.,%4* , -#% : '))&+#%&A : &* , %6#
=' (-" #3%# / %2?#%"#6#3' 2 4 #161'2#0'7'26&# / ' ' ?0#:' ;%2'#3. '# , + '# , 63'#6" , #600-(" #4-" -#
, '6, &-" '0#;#2# '6\$. #036(' #3. 63#''', 0#3#% : '#\$% 4 1&'3' , 5#E'6, #&' " (3. *#600-(" 4 ' "30#-"#0. %23'2#
: &%\$?0#%; #3-4 '#60#%11%0' , #3##-"#%" ' #0-33-" (5#!3#-0# , -; ;-\$+&3#3#2' 4 6-"#; %\$+0' , #; %2#4 %2' #3. 6" #
6" #. %+25#!" #6, , -3-%)" #*%+## / -&' 4' 4 : '2#4 %2' #%; # / . 63#*%+2#6, #-; #*%+2#36?'# : 2'6'0# / . ' " #
*%+2#4-" , #: ' (-"0#3%# / 6" , '25#
#

C"#D4&# / ' ((&*%6#@)&E43)&6#
F0#4+\$.#60#3. '2'#62'#("'26ಿ' (-'0#;%2#3-4 '#4 6"6(' 4 ' "3): '#6 / 62' #3. 63#0\$.', +&'0#62' #
4'6"3#3%#: '#&#>-:&'#6" , #2'7-0' , #60#''', , 5#=#%1' "3#%4 6?-" (#\$.6" ('0#6" , #+ , '2036" , #
3. 63#4 603'2-" (#3. ' #623#%; #3-4 '#4 6"6(' 4 ' "3#-0#6#12#\$'00#3. 63#0. %+& , #: '#1'2-% , -\$6&&*#
'>6 4-" , 5#!;#*%+2#\$\$+22' "3#0\$.', +&'#-0#"#&&" ('2# / %2?-" (#; %2#*%+)#-3#-0#3-4 '#3%#\$'0- , '2#
\$2'63-" (#6# , -; ;'2' "3#%" '5#G'2. 610#*%+##. 67' # , -0\$%7'2' , #3. 63#*%+2#62' # 4 %03#12% , +\$3-7' #'#3. ' #
'62&*#6;3'2'%"#"#2#3. 63#*%+2#62' # 4 %2' #; %\$+0' , #6;3'2#*%+##. 67' # 63' "5#H%" -3%2#*%+2#&'7'&#%; #
6&'23' '00#6" , #12% , +\$3-7-3*#6" , #6, I+03#*%+2#0\$.', +&'#6\$\$\$2, -" (&*5#
#

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F 4)2#D&' +*4* A#G1. .&%%#H&* ,&+#
I J K L ? L M C N 7 M ? 7 0 C # # & ' 6 2 ' - ' (0 + \$ \$ ' 0 0 \$ ' ' ' 3 ' 2 J * + 5 ' , + #