TIME MANAGEMENT

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AGENDA

- importance of TM
- TM tools and processes
- some wisdom

WHY TM?

WHAT WE NEED FOR TM?

- all the things you need to do

- how much time individual tasks take

- how much time do you have

- planning

- actually doing

WHAT DO I NEED TO DO?

TOOLS

- pen and paper
- Google Keep
- Evernote
- Onenote
- Todoist

HOW MUCH TIME DOES IT TAKE?

TOOLS

- stopwatch
- Toggl

FREE TIME

PLANNING

MAIN PRINCIPLES

- be realistic
- don't forget you're human
- be flexible
- make life easy for yourselves

TOOLS

- paper organizer
- Google Calender

WHERE TO BEGIN?

HOW TO ACTUALLY DO IT?

CONCLUSION

SOME WISDOM TO CONCLUDE WITH

- you're not a robot
- be flexible
- experiment
- take time off