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## TIME MANAGEMENT

Good morning to all present, over here. I am Praneetha from III B.Com-A, today I stand over here to speak about Time Management.

Let me start with a question.

If I gave you Rs. 86,400/- every morning and told you to spend it all by night, what would you do? Most of you would plan carefully so that not even a single rupee goes to waste, right?

Well, life gives each of us something for more valuable than money – i.e., 86,400 seconds every single day and the only rule is whatever you don't wisely is gone forever, you can't save it or you can't earn it back.

Each of us is given the same 24 hours in a day. No one gets more, no one gets less but how we use them determine our success, happiness and peace of minds.

Remember, lost wealth can be regained, lost health can be recovered but lost time is lost forever.

Now, what does time management really mean, its not about working from morning till night without rest. It's all about using time in a way that brings the best results and doing right things at right time.

Here are some golden rules of time management

1. Start your day early-early mornings are peaceful and distraction free.
2. Make a to do list, write down what you need to achieve and tick them off as you finish.
3. Do the hardest task first, once it is done the rest feels easier.
4. Avoid time wasters- long phone calls, gossiping, excessive social media use silently steal hours.
5. Take short breaks – A fresh mind works faster than a tired one.

So, let make a promise today, we will respect time in return, time will reward us with success.

You know what. "People who use time less become useless"

I want to conclude this with a saying

Always remember that every second that you are wasting now is the same second that somewhere, someone is mastering, they might be your competitors or even your friends.

So use time wisely and see wonders in your life.

Thank you all for your attention

Have a productive day ahead,

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