

Time Management *Hacks*

MAKE YOUR TEAM WORK SMARTER, NOT HARDER

Time management is the
process of directing how
much time is spent on
certain activities.



Think about it!

Good time management makes happy teams

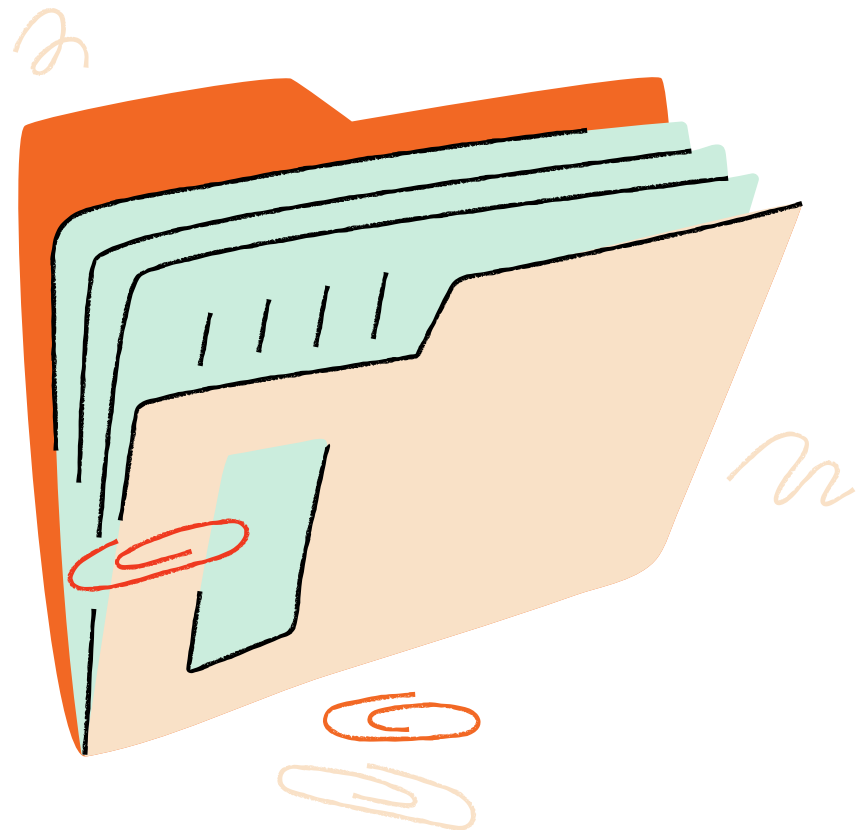
Presentations are communication tools that can be used as demonstrations, lectures, speeches, reports, and more. It is mostly presented before an audience. It serves a variety of purposes, making presentations powerful tools for convincing and teaching. To create a stunning presentation, it's best to simplify your thoughts.

Poor time management creates stress and headaches

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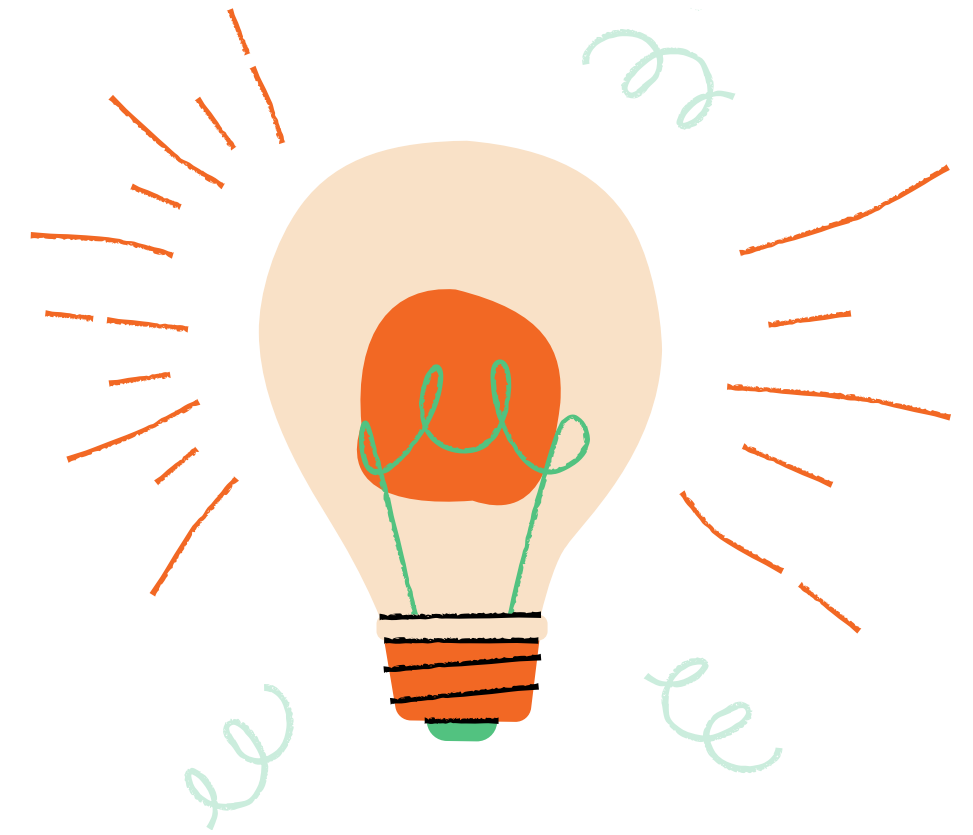


Powerful tips for your
team's effective
time management



Set smart goals

Goals that are Specific,
Measurable, Achievable,
Relevant, and Time-Oriented



Prioritize wisely

It could be based on deadline,
available members to work or
its calculated impact.

Create a timeline
for each task
and stick to it.

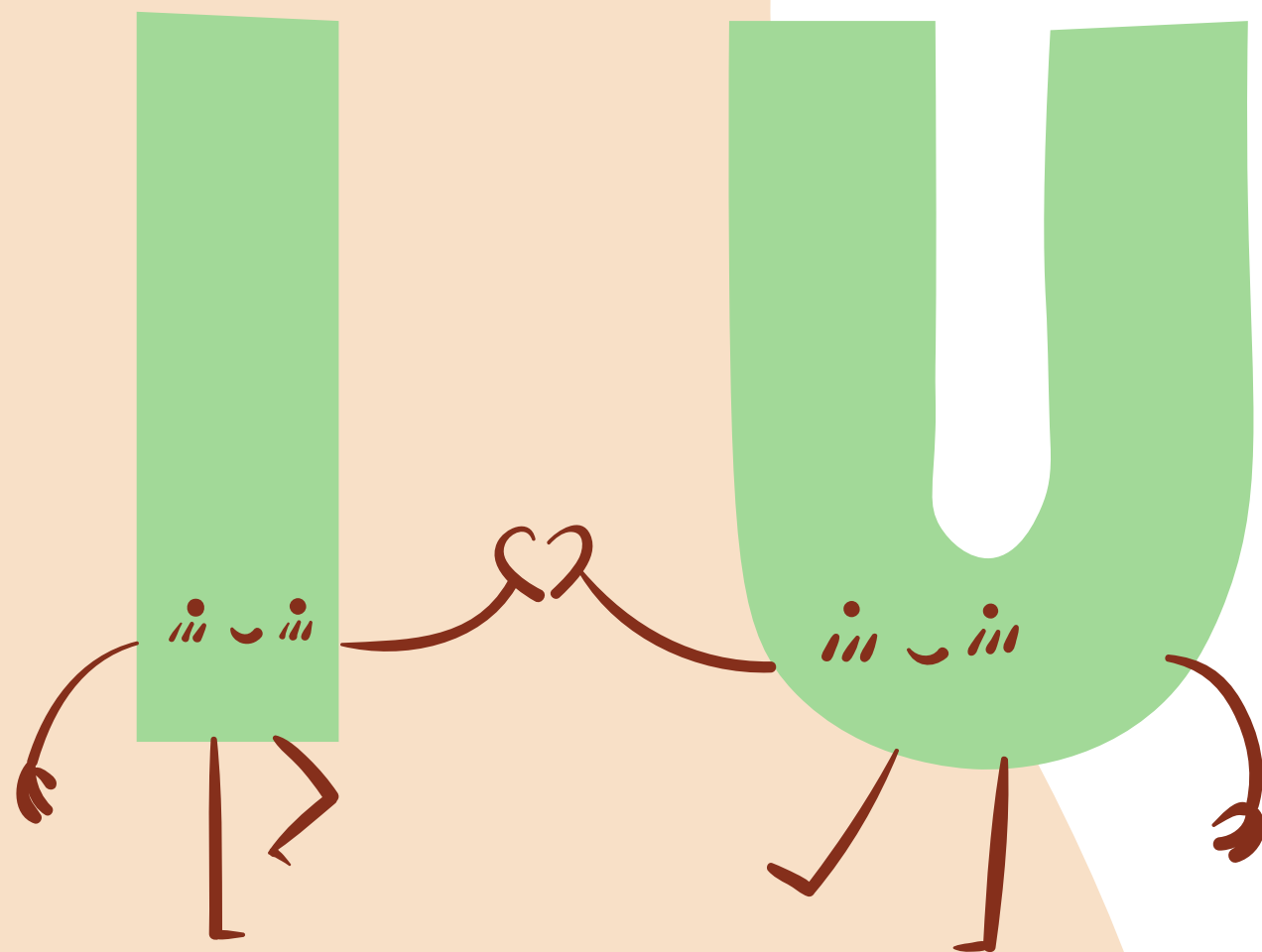
Work on the most important *things first*

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Assign the right people for the right tasks.



To create a stunning presentation, it's best to simplify your thoughts. Start with an outline of topics and identify highlights, which can be applied to whatever subject you plan on discussing. You can then organize them into your introduction, your main content, and your conclusion.

Make sure you do enough research to support your points. It's also a good idea to pair data with visual aids like charts, graphs, or images.

Be fully engaged with the task *in front you.*

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Start your meetings *on time*

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Don't sweat the small stuff

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Learn to say "no" to
people and projects that
do not align
with your goals.



“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning and focused effort.”

- *Paul J. Meyer*