

Time Management Goals

Tips to Achieve

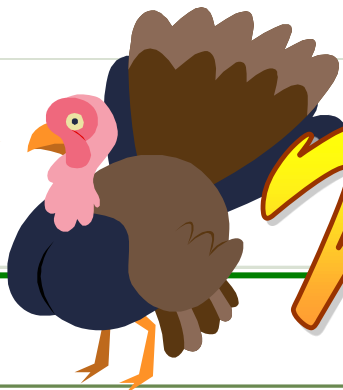
Show your commitment to organizing and managing your time better.

- Keep a calendar that reflects your current schedule.

- Set SMART goals and realistic target deadlines for various aspects of projects.

- Prioritize your projects in order to fit them into your routine responsibilities.

- Set reminders in your calendar to work on projects with deadlines approaching.



November

