

Personal Management Skill-Set

1.1 Time Management Skill – learning how to prioritise to maximise the time you have. We only have 24 hours a day; usually spending 6 to 8 hours sleeping, 8 to 10 hours working, and the rest of the 6 to 8 hours with friends and family members doing nothing much but socializing, recreations, watching TV, surfing net, texting and generally wasting most of the time.

**THE TROUBLE IS,
YOU THINK YOU
HAVE TIME**

(Buddha)



We have limited time but unlimited things to do. If we don't fully utilize the time, we would not be able to accomplish much by the end of the day. Successful people know how to use their time efficiently. They usually have a written note or a mental list to prioritize their activities according to the urgency of the tasks.

Successful people don't procrastinate. They handle problem areas timely without letting these problems morph into crisis. They organize their workspace efficiently and plan their workflow to make better use of time. They know how to delegate effectively, and stick to plans and routines closely.

We all know that "Time is Money". But Lao Tze, knew more than 2,500 years ago that : "Time is a created thing, just like money". To say that "I don't have time" is to say that "I don't want to".

If you want success, you must use your time wisely. Learning the skill of Time Management will bring you success and money.

Don't behave as ordinary people out there wasting their time doing non-productive tasks. Behave like the successful people, knowing how to use their time productively, all the time.

**3 things you cannot recover in life: the WORD after its said,
the MOMENT after its missed, and the TIME after its gone.**

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