

Course
&
Test Series

 CBSE

 ICSE

 NTSE

 Banking &
Insurance

 Central Govt.
Service

 State Govt.
Services

 LAW
Entrance

 MBA
Entrance

 Railways & Metro
Services

...many more

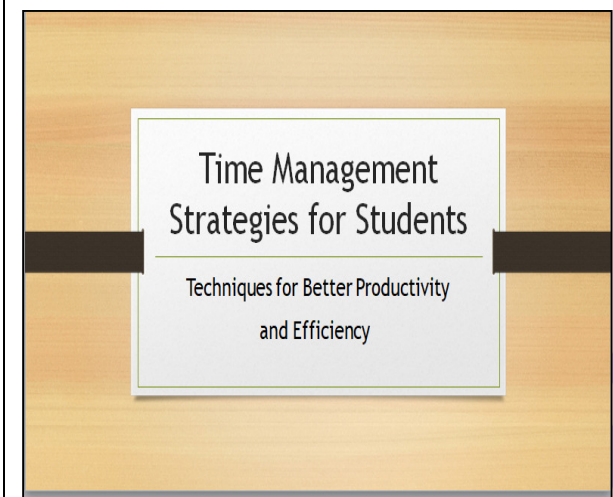
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Self-Made Assignment - MS Power Point

Different Views in Power Point

Instructions/Tasks:-

1. Apply "Trebuchet MS" font style and font size "36" each slide.
2. Convert the presentation from Normal View To "Slide Sorter View"
3. Apply a "Organic" background theme to the all slides of Powerpoint.
4. Save this Powerpoint Presentation with the name of "Time Management"

 <p>Time Management Strategies for Students</p> <p>Techniques for Better Productivity and Efficiency</p>	<p>Slide 1: Title Slide</p>
 <p>Importance of Time Management</p> <ul style="list-style-type: none">• Helps reduce stress and anxiety• Improves academic performance• Enhances productivity and efficiency• Encourages a balanced lifestyle	<p>Slide 2: Title and Content</p>

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Setting "SMART" Goals

- **Specific:-** Clearly define what needs to be done
- **Measurable:-** Track progress effectively
- **Achievable:-** Set realistic goals
- **Relevant:-** Align with academic and personal objectives
- **Time-bound:-** Establish deadlines for tasks

Slide 3:
Title and Content

Prioritization Techniques

- **Eisenhower Matrix:-** Urgent vs. Important tasks
- **ABC Method:-** Rank tasks based on importance
- **Commodore Technique:-** Work in focused intervals with breaks
- **80/20 Rule (Pareto Principle):-** Focus on tasks with the biggest impact

Slide 4:
Title and Content

Effective Scheduling & Planning

- Use planners or digital calendars
- Break tasks into smaller, manageable parts
- Set realistic deadlines
- Allocate time for relaxation and hobbies

Slide 5:
Title and Content

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Overcoming Procrastination

- Identify distractions and eliminate them
- Use time-blocking methods
- Stay motivated with rewards
- Develop self-discipline and consistency

Slide 6:
Title and Content

