

Course  
&  
Test Series

**Self-Made Assignment - MS Power Point**

**Using Smart Art in Power Point**

1. Save this PowerPoint Presentation in a PDF with the name of "Time Management for Students"

- CBSE
- ICSE
- NTSE
- Banking & Insurance
- Central Govt. Service
- State Govt. Services
- LAW Entrance
- MBA Entrance
- Railways & Metro Services
- ...many more
- abhyasonline.in

<p><b>Topic: Time Management for Students</b></p> <p>Prepared by _____</p>	<p>Slide 1: (Title Slide)</p>
<div style="display: flex; justify-content: space-around; text-align: center;"> <div> Set Clear Goals</div> <div> Create a Schedule</div> <div> Avoid Distractions</div> <div> Review and Improve</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #e0e0e0; padding: 5px; font-size: small;">Decide what you want to achieve each day or week. Having specific goals helps you stay focused and motivated.</div> <div style="background-color: #90ee90; padding: 5px; font-size: small;">Use a planner or calendar to organize your tasks, classes, study time, and breaks. Stick to a routine to build good habits.</div> <div style="background-color: #d8bfd8; padding: 5px; font-size: small;">Stay focused on your goals by limiting distractions like social media and unnecessary multitasking.</div> <div style="background-color: #ff6347; padding: 5px; font-size: small;">At the end of each week, check what went well and what didn't. Make changes to your plan to manage your time better next time.</div> </div>	<p>In Slide 2: (Blank slide) Take 4 Oval, 4 Pentagonal callout shapes and add text as shown.</p>
<div style="border: 2px solid #f08080; border-radius: 15px; padding: 10px; display: flex; justify-content: space-around; font-size: 2em; font-weight: bold; background-color: #fff;"> <span>S</span><span>M</span><span>A</span><span>R</span><span>T</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px; font-size: small;"> <div style="background-color: #d8bfd8; padding: 5px;"> <p><b>SPECIFIC</b> Plan effectively with specific targets in mind</p> </div> <div style="background-color: #90ee90; padding: 5px;"> <p><b>MEASUREABLE</b> Track your progress and reevaluate along the way</p> </div> <div style="background-color: #ff6347; padding: 5px;"> <p><b>ATTAINABLE</b> Set realistic goals that are challenging but achievable</p> </div> <div style="background-color: #ff8c00; padding: 5px;"> <p><b>RELEVANT</b> Ensure the goal serves a relevant purpose</p> </div> <div style="background-color: #add8e6; padding: 5px;"> <p><b>TIME</b> Specify a deadline monitor progress and reevaluate</p> </div> </div>	<p>In Slide 3: (Blank slide) Take a "Horizontal Picture list" SmartArt and add text as shown.</p>

