

## **Time management**

- Make plans with clear goal ( separate into small tasks to make plans easier to control)
- Be prepared and think ahead before time ( all plans should come with deadline and timetable )
- Commit to the plan
- No procrastination or distracted by things like friend and social media
- Use planner book to write down every detail you need to do in exact time. ( using phone for planning sometimes doesn't work for some people )