

# Practical Skills

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## ■ Introduction

- This presentation will display some attempts of definition of «practical skills».
- Read them carefully
- Choose the most important elements in your opinion
- Write them down on your sheet of paper



# What defines time management?

○According to the Cambridge Dictionary, time management is “the practice of using the time that you have available in a useful and effective way, especially in your work”. It is therefore, the process of organizing and planning how to divide your time between specific activities.

# The 5 steps of good time management

○According to Management Study Guide, good time management can be achieved through 6 steps:

1. Effective Planning
2. Setting goals and objectives
3. Setting deadlines
4. Prioritizing activities as per their importance
5. Spending the right time on the right activity



# THANKS!

Any questions?

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