**Time Management Techniques/Tools**

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| **N** | **Technique** | **Idea** | **Steps and details** |
| 1 | Time Audit | To manage your time first of all you should know how you actually spend your time | 1. Record all the activities during one week (make Time Use Chart, put down everything each half an hour). 2. Summarize. 3. Analyze and evaluate the summary (to discover the problems you have).4. Have a plan of your typical (ideal) week.  |
| 2  | Goal Setting |  |  |
| 3 |  |  |  |
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