



# **ACADEMIC LYCEUM**

## **“INTERNATIONAL HOUSE – TASHKENT”**

**1<sup>st</sup> semester**

# **ENGLISH LANGUAGE**



# TOPIC 38: ENGLISH PUPIL'S BOOK 10.

## UNIT 4. TIME MANAGEMENT.

### LESSON 2. PRIORITY ORGANIZER.



**Things To Do**

	COMPLETE	FOLLOW-UP	PRIORITY
1			
2			
3			

## PRIORITY ORGANIZER

**The rhythm in which most of us live can hardly be called calm and measured. Lack of time, rush work and tough time trouble are challenges that not everyone can cope with. Constantly being in the “don't know what to grasp” state is hardly appropriate when it comes to personal effectiveness.**

**Emotional stress blocks performance, leads to rapid fatigue and apathy. Therefore, in order not to become a victim of stress or, even worse, chronic fatigue syndrome, we will do time management or time management.**





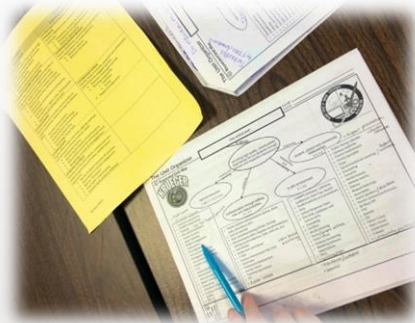
# PRIORITY ORGANIZER

## PLANNING FREES UP TIME

Those who are successful in their lives devote a lot of their time to planning. Daily planning is essential to improve productivity and manage your time efficiently.

Working with the to-do list on the first day increases productivity by 25%. In the evening, prepare a list of tasks to be done tomorrow. When you come to work, you will always know where to start your day.

Before you start doing anything, remember the 10/90 rule: **10% of the time spent planning before starting a task will save 90% of the time solving it.**





# PRIORITY ORGANIZER

## THE MOST IMPORTANT THING IS TO DEFINE THE MAIN THING

The task of time management is to determine the main thing in time. Prioritization allows you to effectively manage your to-do list by assigning a different level of importance to each task.

After identifying an important task, assess the consequences if it is done or not. An important task has serious consequences if it is not completed on time.

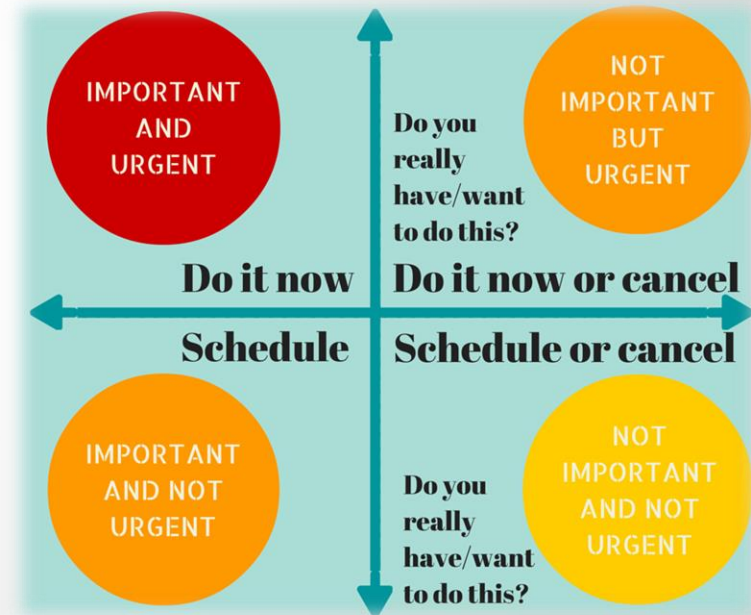


## PRIORITY ORGANIZER

**All cases can be divided into 4 groups:**

- Urgent and important;
- Important but not urgent;
- Urgent but not important;
- Not urgent or important.

This classification is named after the American president and is called the **Eisenhower method** (window, principle).



# PRIORITY ORGANIZER

## 3 QUESTIONS FOR YOUR EFFECTIVENESS

- What are the most important and valuable things?
- What can I and only I do that will greatly improve the situation?
- How can you make the most of your time?

Answering these questions will double your productivity.





**Thanks for attention!**