



Most important thing in your life is time. Time is the most valuable compared to any other stuff in the world.

You can get money back if you have lost, you can get house back if you have lost, you can reset your career if you have lost your job, but time once it is lost, you can never get it back.

**We all have 24 hrs a day, so why some people are more successful than others and some people keep on complaining I don't have time.**

The problem is how you are using your time matters and it can make or break the ice for your success. Success also takes time, cannot be built overnight. Rome was not built in a day.

I don't say don't enjoy life, and I **always say it is one life to live**, but at the same time use time wisely so that you can be productive too.

If you want to get the best results possible from your life, **time management skills are essential.**

Here are the **10 checklist** to follow to manage your time in an effective way and regular practice everything will fall in place

- 1) Have **Goals** in your life with time frame with **SMART goals. (specific, measurable, attainable, relevant and time frame**
- 2) **Prioritise your work**, what is important and what is urgent
- 3) **Good communication skills**
- 4) **Coping skills** to deal with unforeseen challenges
- 5) **Team work** to get the work done on time
- 6) **Delegation** of work so you can focus on more important stuff that matters most
- 7) **Forgiveness** to remove distraction. Focus on yourself and not others.
- 8) **Well organised** to get the things done in an effective way
- 9) **Decision making.**
- 10) **Patience**



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