Time management.

Put the words in the correct place:

spend	changes	tasks	track	unnecessary
disruption	time	Prioritize		

- 1. Identify how you your time.
- 2. Make a list of your.....
- 3. Estimate theof your tasks.
- 4. Eliminate tasks.
- 5. your tasks by numbering them in order of importance.
- 6. Make smallfor example getting up an hour earlier.
- 7. Be careful of Limit your time on things that are not productive.
- 8. Use apps to important events.

