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Test Series

Self-Made Assignment - MS Power Point

Different Views in Power Point

Make a presentation based on Time Management Strategies for Students

Slide 1: Title Slide

Title: Time Management Strategies for Students

Subtitle: Techniques for Better Productivity and Efficiency

Slide 2: Importance of Time Management

- Helps reduce stress and anxiety
- Improves academic performance
- Enhances productivity and efficiency
- Encourages a balanced lifestyle

Slide 3: Setting SMART Goals

- **Specific:** Clearly define what needs to be done
- **Measurable:** Track progress effectively
- **Achievable:** Set realistic goals
- **Relevant:** Align with academic and personal objectives
- **Time-bound:** Establish deadlines for tasks

Slide 4: Prioritization Techniques

- **Eisenhower Matrix:** Urgent vs. Important tasks
- **ABC Method:** Rank tasks based on importance
- **Commodore Technique:** Work in focused intervals with breaks
- **80/20 Rule (Pareto Principle):** Focus on tasks with the biggest impact

Slide 5: Effective Scheduling & Planning

- Use planners or digital calendars
- Break tasks into smaller, manageable parts
- Set realistic deadlines
- Allocate time for relaxation and hobbies

Slide 6: Overcoming Procrastination

- Identify distractions and eliminate them
- Use time-blocking methods
- Stay motivated with rewards
- Develop self-discipline and consistency

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Instruction/Tasks:

1. Make the above slides with Title and Content as given.
2. Use Red Color for the Heading in all Slides
3. Use Bold, Italic and Underline as per your choice.
4. Convert the presentation from Normal View To Reading View.



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