



## TIME MANAGEMENT. HOW IMPORTANT IT IS TO ALLOCATE TIME CORRECTLY?

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Over the developing world, managing Time is the principal for everyone, especially engaged with work. If the person who is busy do not have a perfect diary routine, he or she can not improve their job level. So for gaining a fame he should try to plan his daily schedule for a constant basis. Days are precious. Once you've spent the day, you'll have a day left to spend in the future. So make sure you spend each day wisely. Time is our most expensive resource, but we tend to waste it, kill it, and spend it pointlessly instead of devote it usefully. We spend a lot of time on trifles. It is big error during life period of human. Time is more valuable than money. You can make a lot of money, but not a lot of time. Never, don't start the job without planning it to the end. Learn to say "load". Don't let your tongue bend your neck. Time is the most hidden wealth of the rich. The lives and careers of most successful people show that the key to success is the right allocation of time.

**Well-known people who can arrange time and money with responsibility. How can they achieve these results?**

Why do some people become world-famous businessmen and leaders capable of changing the world, while others, despite their hard work, cannot move from one point? The reason for this is often overlooked.

Successful business people invest their time in things that will provide them with new knowledge, creative decisions and energy in the future. At first, their success may not be noticeable, but eventually, as a result of long-term investments, they reach unprecedented heights. As a result, properly allocated time brings great income, so it can be called a super income. For example, Warren Buffett owns companies with hundreds of thousands of employees, but he does not devote his time to full-time work. According to the billionaire, he spends 80% of his working time reading books and thinking. The time spent on this will provide you with the knowledge you need to make the right decisions and run your business successfully.

According to Benjamin Franklin, politician, inventor, writer "The best return is an investment in knowledge". His idea is totally true. Cause, without knowledgeable brain, human can not own anything. They only may be servant for individuals who studied hardly and worked with strong energy.

In addition, people should learn to spend their budget for necessary requirements. If they invest their money at ethical standards, they can reach a peak of success. Otherwise, they may face with difficulties and experience scarcity of finance and reputation among society.

**Activities which improve your degree and teach the managing Time.**



Successful people have useful habits. For example, they have diary for writing their burning desires, ideas and purposes. Cause, they consider that goals written are achieved easily and quickly. Furthermore, it motivates them to always remember the intent they want to achieve and warn them about their intents. Therefore, take note your aims to your diary. It has a set of essential and beneficial sides for person.

#### **Is It important to take break?**

According to scientists, if people who study in the morning take an hour break during the day and sleep, they perform 30% better on control tests in the evening. Therefore, individuals should choose appropriate time for preparation. The root cause of this, when people do not have enough energy for accepting new information, it is only the wasting time and not beneficial. Modern science confirms the benefits of this habit. Breaks during the day not only increase productivity, but also develop the potential for creative thinking.

#### **How right it is to spend time on sports?**

Sport is very important for everyone, especially who wants to be ideal. Because with sport, person can be healthy and strong. Furthermore, there is not possibility to be sick, if individuals are engaged with athletics. Walk at least 15 minutes a day. Also, successful people definitely make time for sports in their daily schedule. Walking can also be great exercise.

To sum up, our lives are short. but we should spend wisely this time ,given by God.

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