



Task

To-do

Priority

Project

Plan

Action/Implementation

TIME
MANAGEMENT

MESSAGE TO STUDENTS

July30,2020

Dear Students

Lockdown period is a time where you can have a perfect hold over the time. If you know how to manage yourself with time this period will prove bliss for you. For which you need handy, inexpensive tool to put your tasks in schedule time i.e. **Timetable**. It will give your perspective on what you need to accomplish and the time you have to do it in. If you want to get organized and [feel motivated](#) to get your work done to the best of your potential, try putting together a personalized study timetable. Here sending you format. **Remember to follow it strictly or take help of your parents to push you act per schedule you fixed in timetable.**



