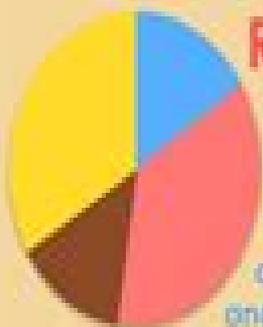


# TIME MANAGEMENT TIPS

PRIORITY MATRIX



## RECORD YOUR CURRENT SCHEDULE

Figure out how you're currently using your time and what to improve.

# 30 minutes

at the start of each day for planning

Make a to-do list and schedule your day.



## DELEGATE SOME WORK

If you don't have to do everything by yourself, then don't figure out what other people can help you with.



## BATCH SIMILAR TASKS

Cut down on time you waste transitioning between tasks by doing similar things at the same time. (like replying to e-mails)



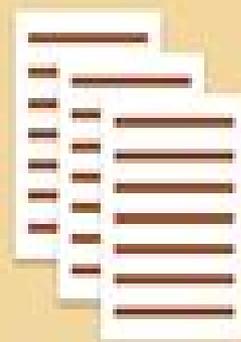
## USE "WAITING" TIME EFFECTIVELY

When you're doing things like riding public transit or sitting in a waiting room, use that time productively.



## TURN TASKS INTO HABITS

Make things easier by turning work tasks into a regular routine



## IGNORE phone calls and e-mails

Unless it's an emergency, leave your replies for later. Don't let yourself be needlessly interrupted.



## MINIMIZE meeting times

More work gets done outside of meetings than in them.



## BLOCK out social media

Reduce distractions. Don't open up social media until your work is done.

# Library Management Tips That Work

**Thirumalaisamy P.  
Velavancorresponding**



## **Library Management Tips That Work:**

## **Library Management Tips That Work** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Library Management Tips That Work**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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