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Malaysian
Graduate School of
Entrepreneurship
and Business

MASTER TIME, MASTER SUCCESS



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MASTER TIME, MASTER SUCCESS

01

When you can manage your time wisely, you can be more productive, achieve your goals faster, and reduce stress.

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SET CLEAR GOALS



02

What do you want to achieve in the short-term and long-term? Once you know your goals, you can start to develop a plan to achieve them.



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PRIORITIZE YOUR TASKS

03

Some tasks are more important and urgent than others. It is important to prioritize your tasks so that you are working on the most important tasks first.



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ELIMINATE DISTRACTIONS

04

When you are working, it is important to eliminate distractions as much as possible. This means turning off your phone, closing your email, and working in a quiet environment.

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TAKE BREAKS

05

It is important to take breaks throughout the day, even if it is just for a few minutes. Taking breaks can help you to stay focused and avoid burnout.

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Review your time management strategies and make adjustments as needed. This will help you to ensure that you are using your time in the most effective way possible.



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