

Good morning, Principal, Vice-principals, teachers and fellow students.

This morning, I would like to share with you some useful and effective time management skills.

Everybody of us all have the same amount of time every day. If we can use our time wisely and efficiently, we can get more out of it.

First, we have to prioritize our work. The work which is more important and urgent should be taken care of in the first place. On the other hands, work which is urgent but less important will come next.

Then, what is urgent and what is important? To me, work which helps us to attain our goals and brings us achievements will be important. However, work which has to be done before a deadline will be urgent. For example, preparing for an examination is both important and urgent because we have to finish the preparation before it and good preparation will bring us good grades.

Next, we have to work towards our goals, which are clear and attainable. We feel good and confident when we accomplish our task.

Remember, do not waste your time in doing things that you are not good at. You should allocate more of our time to do things we feel confident of doing well. You should maximize your talent and time.

Last, we have to be persistent in cultivating a regular schedule for work and rest. Having sufficient and enough rest brings energy. It will raise your efficiency in work.

I do hope that everyone of you will use your time efficiently. Thank you.