

In our daily life, we have got only twenty-four hours in a day. Therefore we cannot do everything in one day. This creates limitations in our everyday work. In order to manage work, social life and sleep, division of time is important. A person should eliminate unnecessary activities from their daily schedule. Most Noteworthy, make a time table on paper. In which you should write your daily activities. This will create discipline in your life. Moreover, you should complete the task daily. However, there will be some changes in the schedule with time.

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