

### Time Management





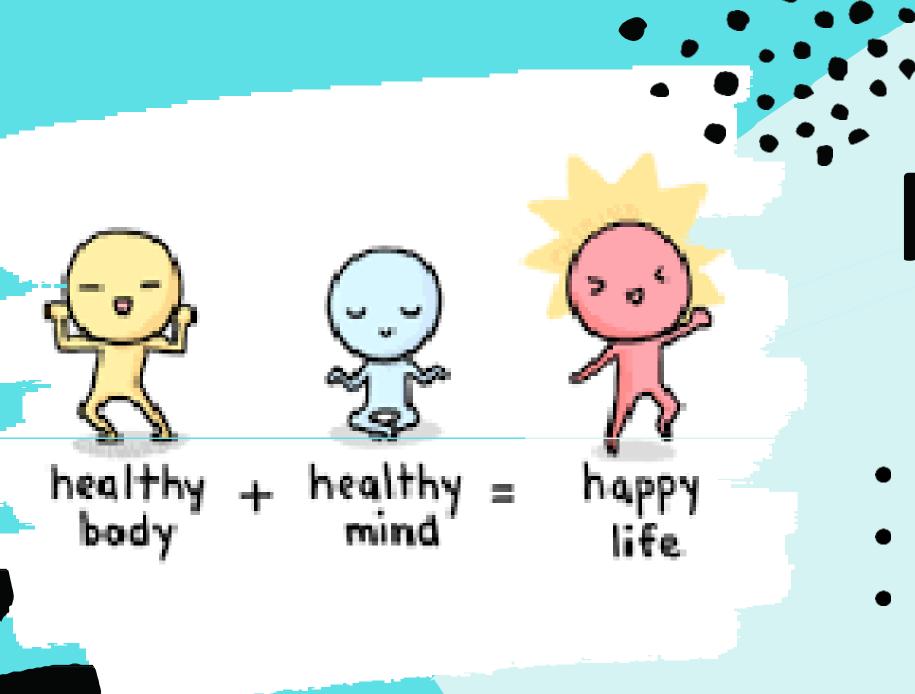
#### WHY SHOULD I MANAGE MY TIME?

- Good quality of work
- Control over work
- Less wasted time
- More productivity
- No procrastination



### HOW CAN I MANAGE MY TIME?

- Plan in advance
- Have a To-Do list
- Set SMART goals
- Set deadlines
- Organize and prioritize tasks
- Do not multi-task
- Delegate & outsource
- Avoid perfection



# Maintaining Physical + Mental health

REWARD YOURSELF

TAKE TIME OUTS

INVOLVE YOURSELF IN

PHYSICAL ACTIVITIES

EAT & SLEEP WELL

# Findingyour passion

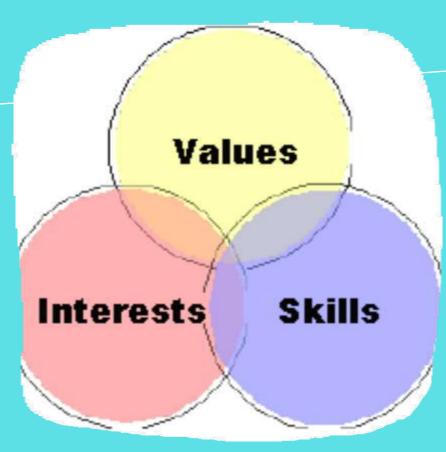
- 1. Find your talent
- 2. Be inquisitive
- 3. stop thinking about "what ifs?" & do what you feel brings you satisfaction
- 4. Adapt soft skills



### ACTI VI TY

• Imagine what you want people to say about you behind your back, how you want people to feel about you, and what lessons you want to impart to those you care about and the world at large.

# How to start a Side Hustle?



Identify your skills & interests



Differentiate yourself from competitors



Ask for feedback from customers

#### Marketing -> Digital MEDIA Listening **PUBLIC PLACEMENT** VISUAL RELATIONS MARKETING Planning Action WEB DESIGN VIDEOGRAPHY & DEVELOPMENT **PACKAGING PHOTOGRAPH**\ Social Media Strategy DESIGN INTERACTIVE Development Measuring Brand Strategy Integration Engaging

# Using Social Media To Grow Your Business

- CROSS PROMOTE ACROSS DIFFERENT CHANNELS
- USE BRANDED ICONS
- CREATE TARGETED ADS
- ALIGN CONTENT & MESSAGE
- BE CONSISTENT
- ADD/ MAKE YOUR HASHTAGS
- REGULAR GIVEAWAYS
- NARRATE A STORY TO CONNECT TO YOUR AUDIENCE

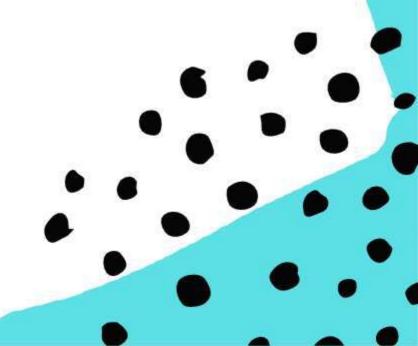


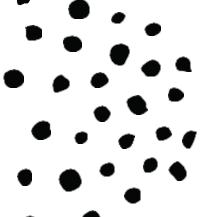
## ACTIVITY

#### CAPTION THIS!









### Building Confidence

- AFFIRM YOURSELF
- QUESTION YOUR INNER- CRITIC



# Approaching people with confidence

- MAKE EYE-CONTACT
- REMOVE FILLER WORDS
- BE PRESENT AND AWARE
- BE YOURSELF





**AFFIRMATIONS** 

EACH OF YOU WILL BE GIVEN A PAPER.
WRITE YOUR NAME IN BOLD.

 PASS THE PAPER AROUND AND WRITE SOMETHING POSITIVE FOR EVERY PAPER PASSED TO YOU.