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There are many different resources on our planet and in our lives. It's money, minerals, food, water, and so forth. However, many people do not think that time is also a resource. It cannot be touched, it cannot breathe, taste. It's intangible. And most importantly, time cannot be purchased, it cannot hold, pause. You will not buy time for any money. At any moment, when we do not think about time, or think about it, it inevitably expires. Our life becomes shorter every second. And I believe that this time should be used with maximum benefit.

Very often we are distracted by something. The time we can spend working, improving skills, we spend on something useless. On social networks, games, etc. Many will say, "I rest so much!". No, you're not resting. You're just wasting your time. I'm absolutely not opposed to occasionally relax with a game, check email, upload a new photo. This is justified if it is done once or twice a week, provided that the rest of the time you are busy. And in this regard, it is very important to plan your time. To put on paper what you have to do and when, I think, this is the most effective method of time allocation. There is even such a thing, it is possible to say so, called "time-management", or the art of time planning.

As for me, I have my day planner where every day before bed, or in the morning, I record goals for today, on time, fulfilling them on time. There are also goals for a month, six months for a year. And to achieve one goal, I need to do a lot of small things. Of course, there are periods of time in which I rest, for them, too, allotted space.

I believe that this method is extremely effective, and recommend it to all.