

## Benefits of Diary Writing by Harsh Sharma

1. **Time Management:** We can manage our time properly. We can plan our day better by writing a diary.
2. **Reduce Stress:** If we write our tasks, it simplifies our day-to-day work. Thus, it helps to reduce stress.
3. **Prioritizing Our Work:** We can focus on those tasks that are more important. We complete tasks that need immediate attention or have deadlines.
4. **Keep us Organized:** We can note down our all-important tasks and meetings. In this way, we do not forget anything.
5. **Check Progress:** We can track our progress by analyzing what we have done each day.

## Benefits of Diary Writing by Munna Pati

1. **Time Management:** Diary writing helps prioritize tasks, track progress, and manage time effectively.
2. **Communication Improvement:** Writing regularly makes our thoughts clearer and helps improve communication skills.
3. **Record Management:** Diaries organize records of daily activities, thoughts, and ideas for future use.
4. **Reflective Learning:** Writing daily tasks in a diary encourages self-reflection, helping us review experiences and learn from them.
5. **Focus improvement:** Writing daily helps us stay focused on our goals and tasks, serving as a reminder.
6. **Handwriting Improvement:** It helps improve our handwriting and speed up our writing.

## Benefits of Diary Writing by Mangal Sharma

1. Improvement in Writing
2. Habit of Writing
3. We can see the previous record of any specific day.
4. To maintain a daily work done report is written proof that can be shown whenever it is asked by the in charge
5. **Utilization of Time:** To maintain the right working hours. We can know the hours spent on a specific task and improve our efficiency
6. **Legal Proof:** It can be used as a Legal proof, that where I was at that time?

## डायरी लिखने का लाभ

1. डायरी लिखने से हमारी कार्यशील स्मृति में सुधार होता है क्योंकि इससे हम अधिक समय तक जानकारी बनाए रख पाते हैं
2. डायरी हमें अपने विचारों को व्यवस्थित करने में मदद करती है
3. दैनिक कामकाज की घटनाओं, विचारों और भावनाओं को डायरी में लिख सकते हैं
4. डायरी लिखने से हम अपने आप को मानसिक तौर पर मजबूत बना सकते हैं
5. हम अपने कामों को व्यवस्थित ढंग से कर सकते हैं
6. अपने कामों या विचारों को स्पष्ट ढंग से किसी के सामने प्रकट कर सकते हैं
7. डायरी लिखने से हमारे अंदर आत्मविश्वास जागृत होता है