**WellCast Video Notes**

[Video: How To Manage Your Time Better](https://www.youtube.com/watch?v=VUk6LXRZMMk)

1. Workers who don’t manage time well feel….
2. What are the 3 steps to managing time?

3. Record from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. Highlight time you feel you didn’t use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Choose your 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. Especially focus on time wasters at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. Add up all of the time you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. Come up with ways to change with these 3 steps:



9. Try going \_\_\_\_\_\_\_\_\_\_\_\_\_\_ using these tips to \_\_\_\_\_\_\_\_\_\_\_\_\_ your \_\_\_\_\_\_\_\_\_\_\_\_ time.

[Video: How to Stop Procrastinating](https://www.youtube.com/watch?v=Qvcx7Y4caQE)

1. 20% of the population are chronic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Procrastination is about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to yourself.
3. Humans are not the best at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ themselves.
4. You have to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ yourself into getting a job done.
5. Eat an Elephant:
   1. Reward yourself for getting through \_\_\_\_\_\_\_\_\_\_\_\_ of a project.
   2. Instead of letting a project overwhelm you, try to write it out and tackle the project \_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_. Make it \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Pick Off the Goblins:
   1. The hardest part of starting any project is actually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   2. Pick the \_\_\_\_\_\_\_\_ you like the \_\_\_\_\_\_\_\_\_\_\_.
   3. When you do something you \_\_\_\_\_\_\_\_\_\_, your brain releases dopamines.
7. Ignore the Siren’s Songs:
   1. You should plan to clear any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   2. The less temptations you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the better you will be at a task.

Everyone tends to procrastinate from time to time. Use the space below to describe a time that you procrastinated to the point of not completing a project or earning a bad grade on an exam/assignment because you were not prepared.