Time Management

What is your score on the quiz? \_\_\_\_\_\_\_\_\_\_

Write the comment given to you based on your quiz (you can find this on the front board or website):

List the 5 ways to improve your time management skills:



Goal Setting

When you know where you are \_\_\_\_\_\_\_\_\_, you can figure out what needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Without \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you will have conflicting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal setting requires \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_

It \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time and frustration in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prioritization

You can work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but \_\_\_\_\_\_\_\_\_\_\_\_\_\_ achieve the results you desire due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is just a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of things that need to be done

Make to-do lists in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or highest value first

Managing Interruptions

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may include: phone calls, information requests, questions from employees/friends, and other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tasks.

Some interruptions you must deal with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but others you need to learn to \_\_\_\_\_\_\_\_\_.

Procrastination

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

Procrastination is as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as it is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The first \_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that you procrastinate, then figure out why

Are you afraid of \_\_\_\_\_\_\_\_\_\_\_\_\_?

Are you afraid of \_\_\_\_\_\_\_\_\_\_\_\_\_?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yourself for getting jobs done!

Scheduling

Once you know your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you need a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that will keep you on track

A schedule will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule your tasks, but leave room for interruptions

A schedule should \_\_\_\_\_\_\_\_\_\_\_\_\_ your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as well as support your personal goals

Key Points

Time management is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_

We \_\_\_\_\_\_\_\_\_\_\_\_\_ get extra time in our day, so we must work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and create schedules that reflect our work and personal priorities