



Time Management

Module Syllabus

- Time Management
 - Importance
 - Time Management tools
 - Effective behaviors
- Prioritizing Tasks
 - Pareto
 - 7 Habits
 - CARVER

Importance of Time Management

- Finite amount of time in a day
- Only so much you can get done
- Most effective to plan and manage time
 - Get more done
 - Don't miss deadlines
 - Less stress

Time Management Tools

- Smartphones
- Google Calendar
 - Sync schedule with computer
 - Share schedule with friends (if need be)
 - Set reminders
- Website blockers like StayFocusd (Chrome extension)
 - Block time-wasting websites when activated
 - Set times, specify which sites are blocked (or which ones are not blocked)

Effective Behaviors

- Each Monday, review all events for the week
 - Helps identify big events that you may have missed or need to plan for
- Each day, review all events for the day
 - Ask yourself if you're ready for the event
 - Can you be ready by the time you've scheduled it?
 - If not, you'll need to reschedule
- Stick to your calendar and record all events
 - A tool can only help you if you use it

Demo!

Thank You!

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