

# Introduction to Time Management

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## Why Time Management?

- Set of skills, tools, and systems that work together

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## What is Time?

- Is it a noun?
- Is it a verb?
- Is it an adjective?
- What is time to *you*?

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## Purpose of Presentation

- Give insight as to the time phenomena
- To better prepare high school students for college & careers
- Give balance to your lives

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## Have You Heard?

- There aren't enough hours in the day
- There aren't enough days in week
- There aren't enough weeks in a year
- There just isn't enough time...

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## Where *DOES* the Time Go?

- It goes where **YOU** want it to go!



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### Developing a Schedule

- Determine how you spend your typical 24-hour day
- Prioritize
  - Daily, weekly, monthly
- Identify your best time of day
- Study more difficult subjects first

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### Developing a Schedule

- Use the same place to study
- Use the library
- Avoid distractions
- Treat school like a full-time job
- Accomplish as many tasks as possible during the day

You will have more free time on the weekends and after school and less studying

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### Six Ways "TM" Helps You...

1. Reduces or eliminates wasted time
2. Increases productivity
3. Focuses time & energy
4. Makes time for the things **you** want
5. Improves your performance
6. Finds balance & fulfillment

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### General "TM" Tips

- Plan each day's activities the night before
- Organize clothes in closet by colors
- Define one place to put paperwork and mail
- Have a calendar that can be marked easily

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### General "TM" Tips

- Make a note when you think of something you need to do or something you need to tell someone and put it in your purse/pocket
- Make a list of all the projects you want to get done

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### Time Calculator

- Calculator sets up a sequence of events to achieve your goal(s)
- Online Time Calculator
  - <http://www.ucc.vt.edu/stdysk/TMInteractive.html>

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## School Calendar Scheduling

- Pick up a copy of your school's calendar
- Develop a calendar of important dates
  - Tests, papers, projects, readings, mid-term and final exams, etc.
- Post this schedule in your study area
- Review each day's schedule each morning

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## How Do YOU Rate?

- **Energy**
  - Physical & mental stamina
- **Mission**
  - Living the life you love
- **Attitude**
  - Look for opportunity in every problem

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## How Do YOU Rate?

- **Set Goals**
  - Set reasonable but challenging goals
- **Make Plans**
  - Steps to reach your goals
- **Prioritize**
  - Focus on what is important

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### How Do YOU Rate?

- **Synergize**
  - Delegation and team building
- **Organize**
  - Differentiate effort from results
- **Optimize**
  - Getting expected results in the time allotted

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### Finally...

- **Action**

**DO IT!**

**Don't procrastinate!**

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### In Closing...

- Turn your dreams into goals
- Your goals into plans
- Your plans into action
- Embrace time and live your mission

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