

13 Time Management

Topic

- ▼ 13 Time Management
 - ▼ Agenda
 - Due: Contract Template
 - Discussion—Chapter 11: Time/Money Management
 - Planning Exercise
 - ▼ Assignment
 - Finish Capstone Project/Presentation
 - Time Management Exercise
 - ▼ How Well Do You Plan?
 - Take the quiz distributed in class.
 - ▼ Results
 - ▼ 6-10: Terrible Planner
 - You should consider using new tools and processes to help you plan effectively. A great first step would be to take a time management course.
 - ▼ 11-15: Below average planner
 - You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life.
 - ▼ 16-20: Average planner
 - Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions or writing your daily plan.
 - ▼ 21-25: Above-average planner.
 - Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most in your life.
 - ▼ 26-30: Excellent planner—or candidate for burnout?
 - You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.
 - ▼ Five Tips for Successful Time Management
 - Set specific academic, professional, and personal goals.

Topic

- Create a semester calendar, recording major events.
- Create a weekly schedule of your classes, labs, lessons, practice times, meetings, etc.
- Decide on specific times to work on each course.
- Make a to-do list for each day the night before or during breakfast.