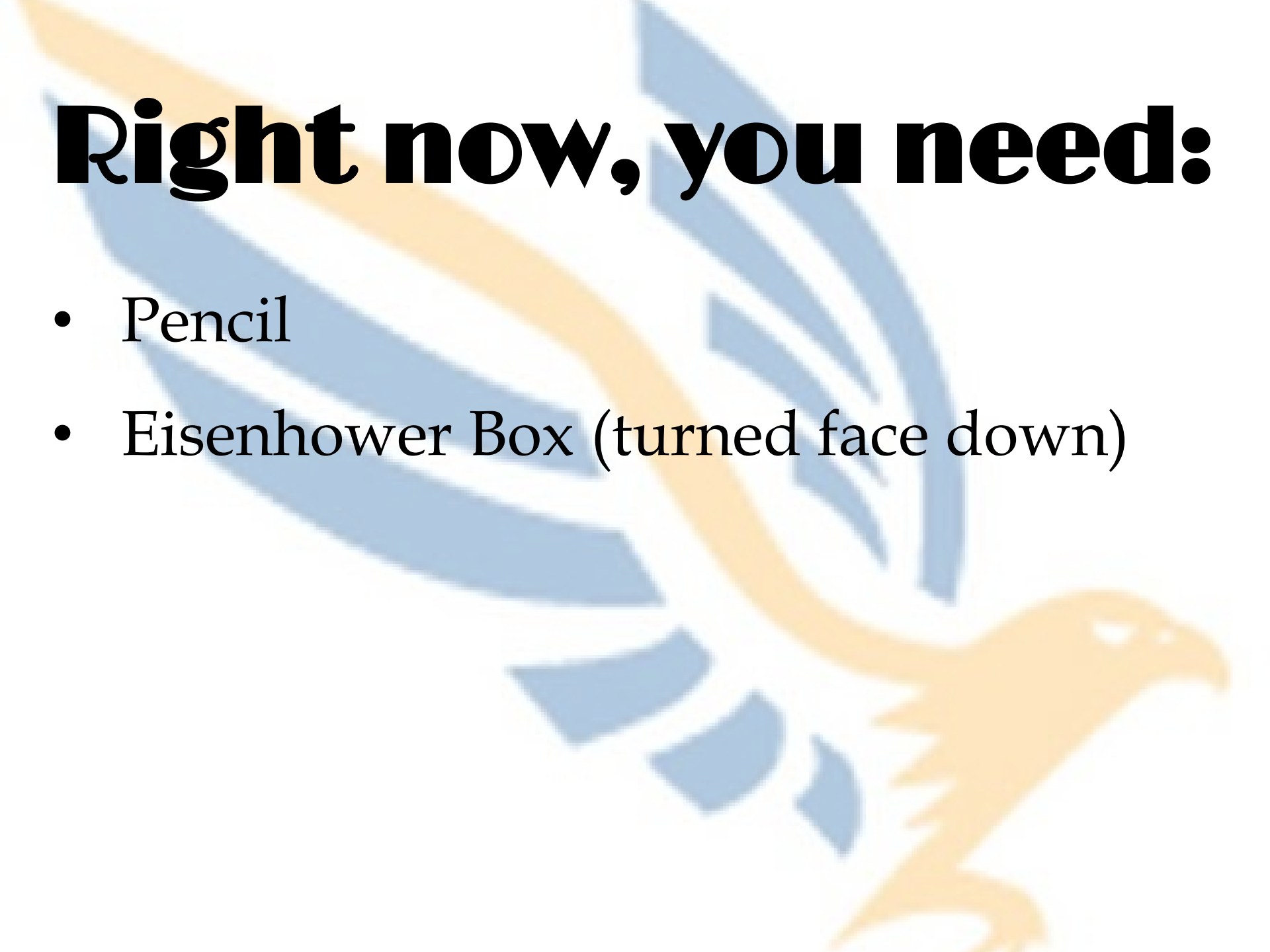


# Time Management



# Right now, you need:

- Pencil
- Eisenhower Box (turned face down)



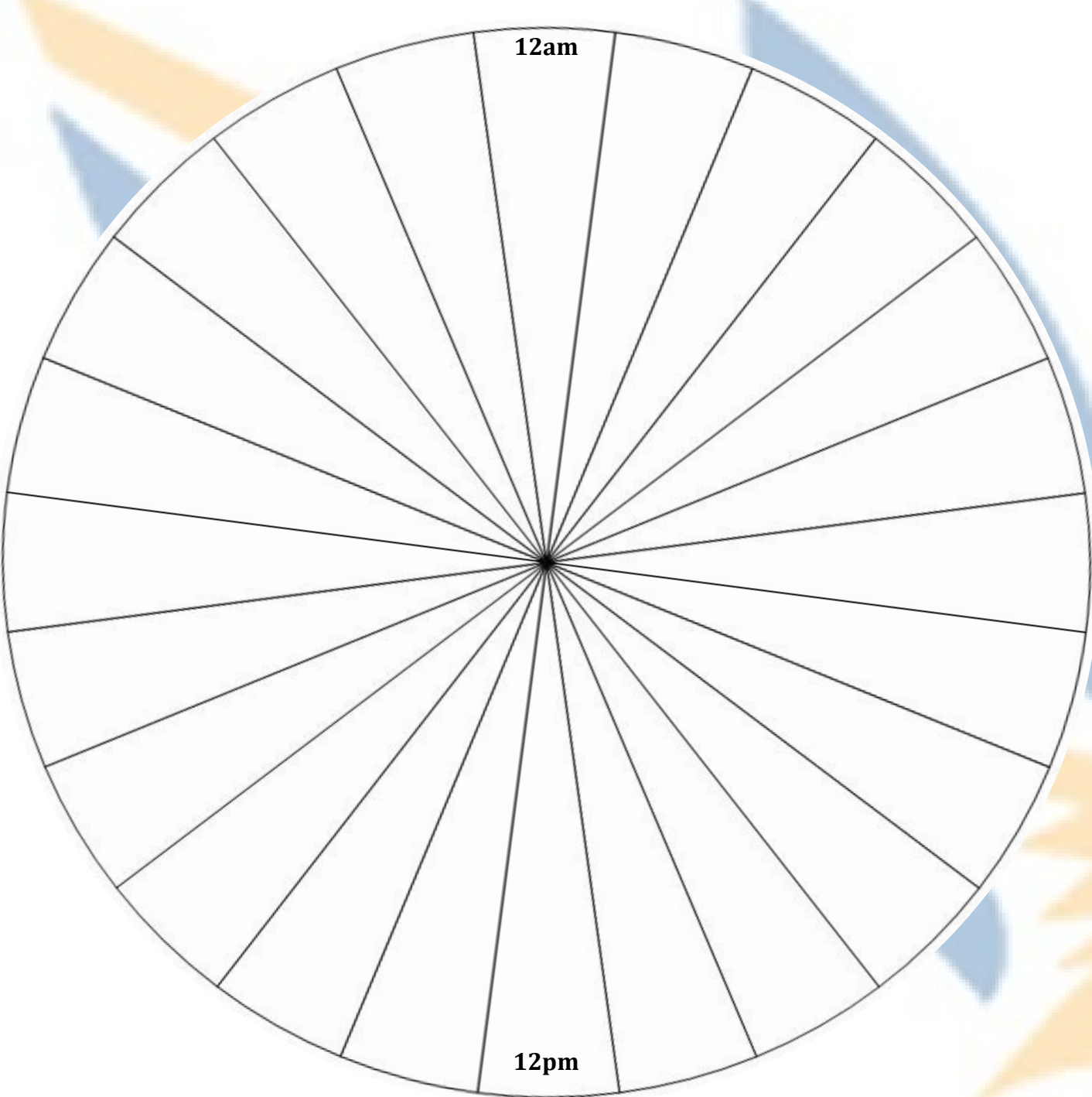
# **TIME MANAGEMENT**

A stylized eagle graphic is positioned in the background. The eagle's wings are spread wide, with the upper wings in a light blue color and the lower wings in a light orange color. The eagle's body and tail are also in light orange. The eagle is facing right.

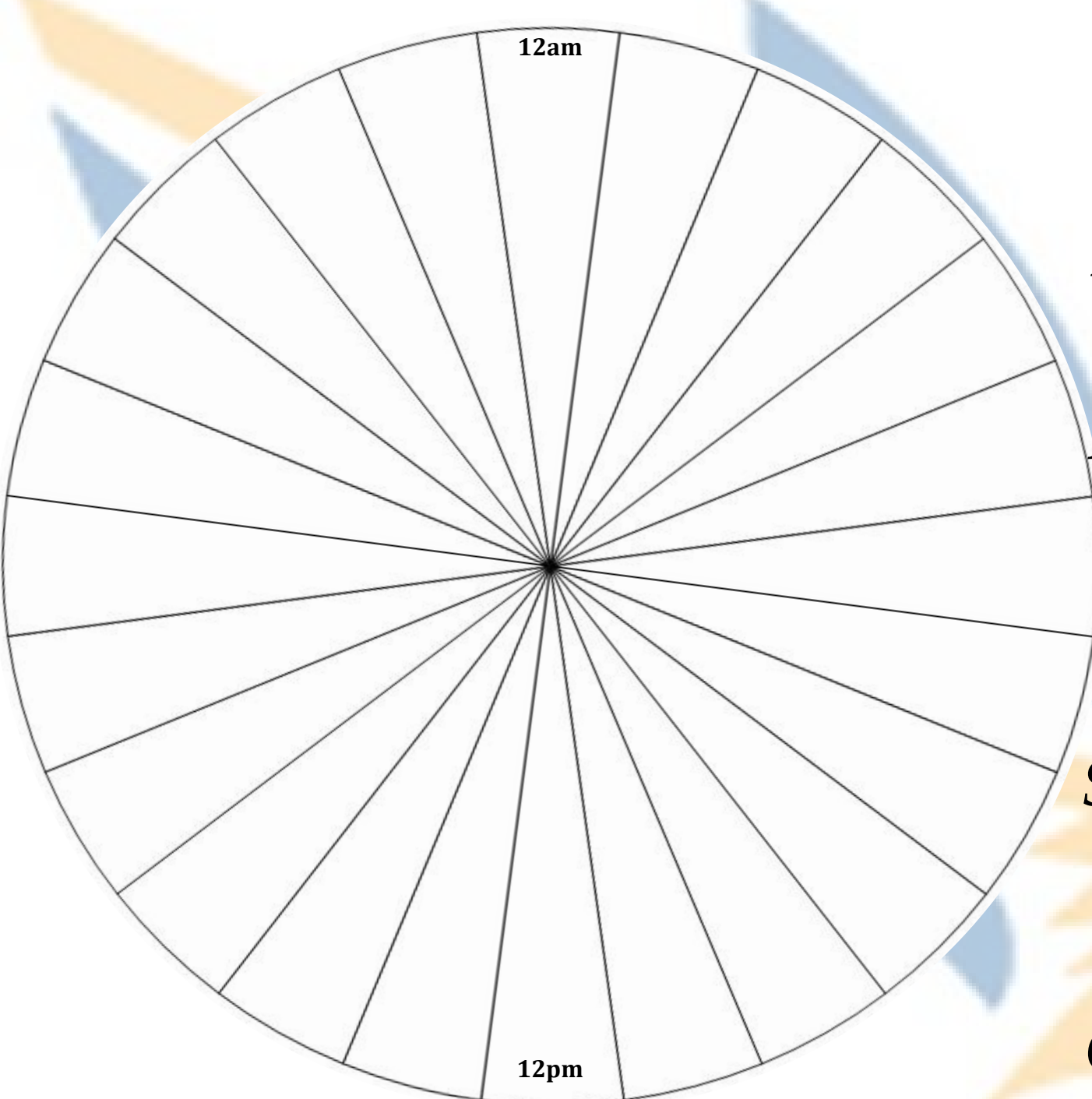
What did we learn  
last year?

# TIME MANAGEMENT

- Do you think about your whole day or piece by piece?
- We often forget about the *many* activities that are involved in each day
  - This gives us the idea that we have plenty of time to get things done- when we really have less time than we think



**In the circle,  
write the  
activities  
you are  
involved in  
on a typical  
school day.  
Each piece  
of the circle  
is one hour.**

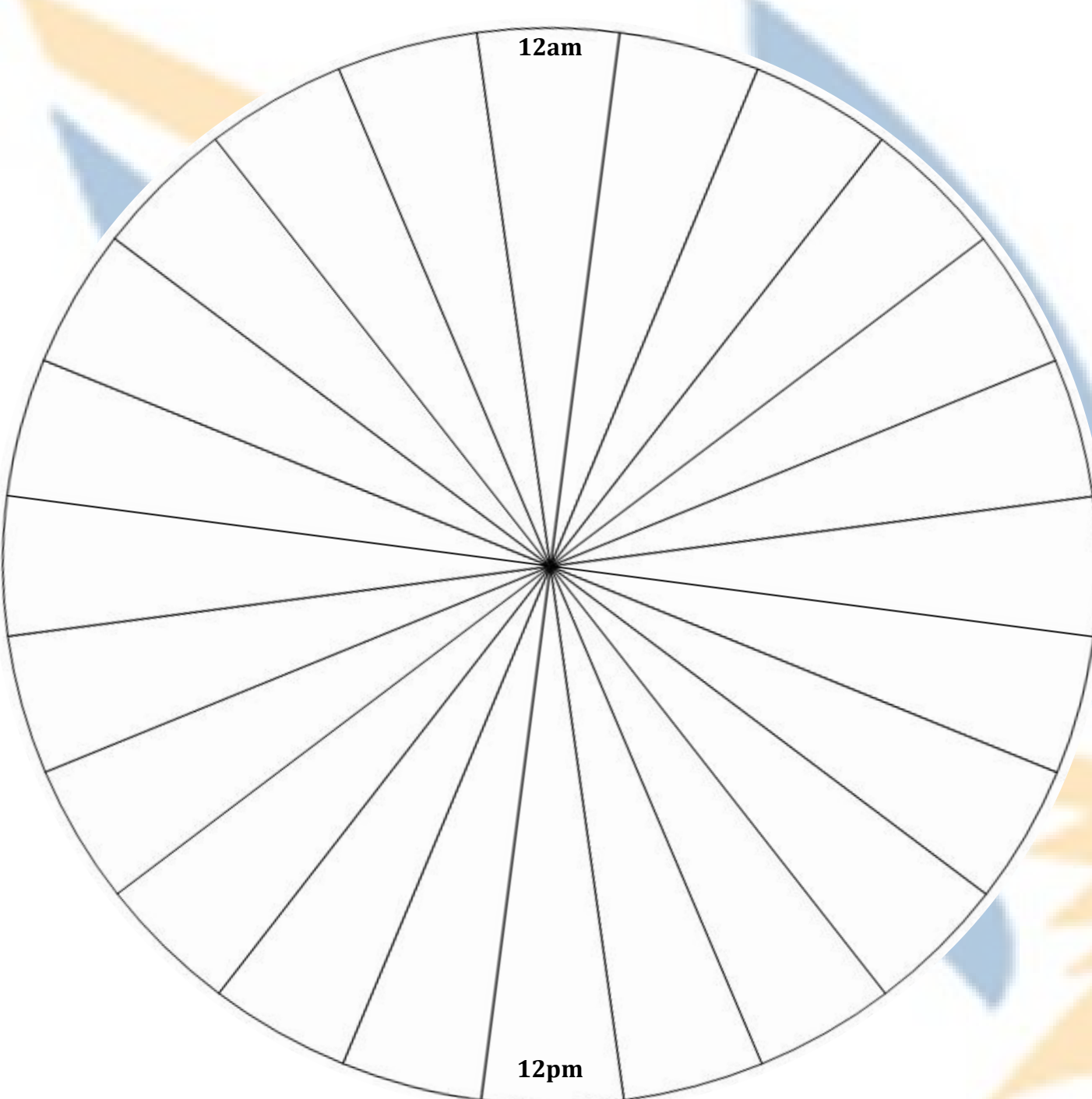


**Color your activities according to the following:**

*Blue = School*

*Yellow = Activities, Sports, Music, etc.*

*Green = Sleep*



**In the circle,  
write the  
activities you  
are involved  
in on a  
typical  
weekend  
day. Each  
piece of the  
circle is one  
hour.**

# TIME MANAGEMENT

- No matter how well you manage your time, there will always be 24 hours per day
- The idea behind Time Management is NOT to make more hours in the day, but to use the hours you do have in the best way you can
- Time - Work = Play



# TIPS & TRICKS

- **Make a To-Do List Every Day**
- **Keep Your Work with You**
- **Say “No”**
- **Find the Right, Productive Time**
- **Review Notes Every Day**
- **Tell Friends/Family Your Schedule**
- **Be a Master of Your Time (Prioritize!)**
- **Don't Get Sidetracked**

A stylized eagle logo is positioned in the background. The eagle's wings are spread wide, with the upper wings in a light blue color and the lower wings in a light orange color. The eagle's body and tail are also in the orange color. The eagle is facing right.

**How much are you  
juggling?**

# THE EISENHOWER BOX

Important		
Not Important		
	Urgent	Not Urgent

# EXAMPLE

	URGENT	NOT URGENT
IMPORTANT	<b>DO</b> <i>Do it now.</i> Write article for today.	<b>DECIDE</b> <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	<b>DELEGATE</b> <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	<b>DELETE</b> <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

*"What is important is seldom urgent and what is urgent is seldom important."  
-Dwight Eisenhower, 34th President of the United States*

# THE EISENHOWER BOX

Separate your tasks based on 4 possibilities:

1. Urgent and important (tasks you should do immediately).
2. Important, but not urgent (tasks you will schedule to do later).
3. Urgent, but not important (tasks you will ask someone else to do).
4. Neither urgent nor important (tasks that you will get rid of).

# **TIME MANAGEMENT**

- Remember the tips we shared
- Commit to using one of the tips this quarter
- When you feel overwhelmed with tasks, prioritize!
- Use an Eisenhower Box
- Always Remember to Ask:

*How much am I juggling?*