

Workshops coordinated by the Member Relations  
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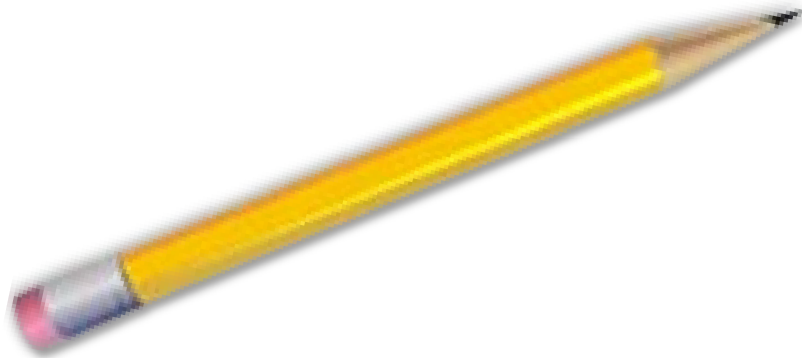
# TIME MANAGEMENT & ORGANIZATION

*Presented by Catherine Chao & David Ochoco*

***MANAGE TIME, SAVE TIME!***

## TIME MANAGEMENT QUIZ

*Please take a few moments to take the short quiz that was handed out to you. It will help you learn about your time management style and how you can manage your time better.*



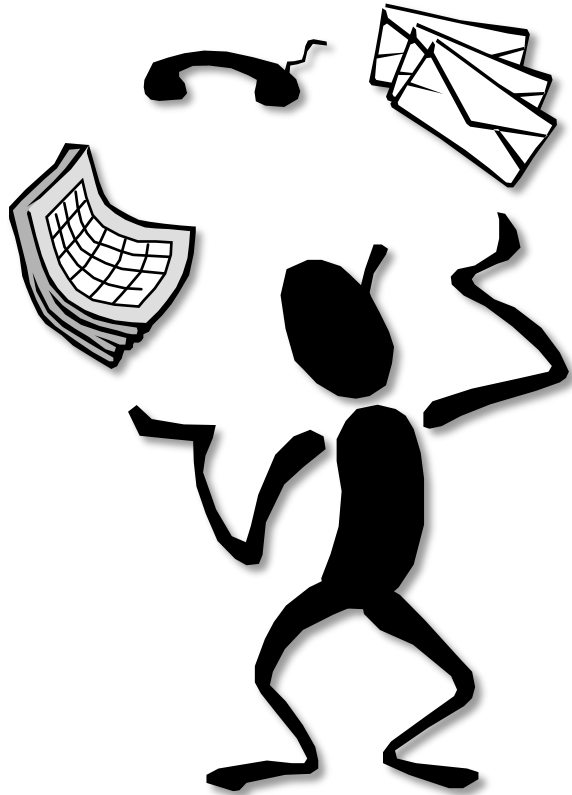
## RESULTS

*Add up the totals from each column:*

- **46-75:** Excellent at managing your time!
- **31-45:** Good at managing your time, but could use improvement.
- **15-30:** Need to work on your time management.



## RESULTS



**GOAL SETTING:** Add up the totals for questions 6, 10, 14, and 15. This will be your sub-score (*out of 20 possible*).

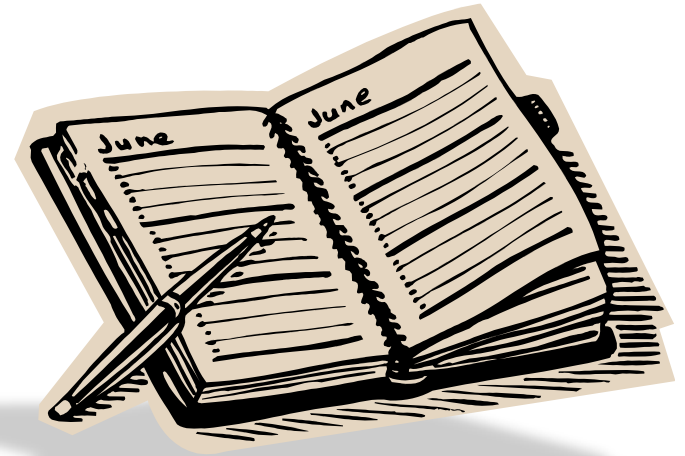
**PRIORITIZATION:** Add up the totals for questions 1, 4, 8, 9, 13, 14, and 15. This will be your sub-score (*out of 35 possible*).

**MANAGING INTERRUPTIONS:** Add up the totals for questions 5, 9, 11, and 12. This will be your sub-score (*out of 20 possible*).

## RESULTS

**PROCRASTINATION:** Add up the totals for questions 2, 10, and 12. This will be your sub-score (*out of 15 possible*).

**SCHEDULING:** Add up the totals for questions 3, 7, and 12. This will be your sub-score (*out of 15 possible*).



## INTRODUCTION

*As teenagers of the 21<sup>st</sup> century, we have a lot of things on our plates, including:*

- Family
- Academics
- Sports
- Extra-curricular activities



*Sometimes, it becomes a challenge to fit everything into a day..*

## WHAT IS *TIME MANAGEMENT*?

- Time Management: “*Managing*” your “*Time*”
  - Making the most out of the 24 hours that each day provides us with.



THE **FIVE AREAS** OF TIME MANAGEMENT

GOAL SETTING

**PRIORITIZATION**

MANAGING INTERRUPTIONS

**PROCRASTINATION**

SCHEDULING

## GOAL SETTING

- Goal setting involves setting goals for yourself to get you in the right direction.
- Helps you decide where you want to be in the future.
- In terms of time management, goal setting helps you determine your next steps.



## TIPS FOR GOAL SETTING

- List some of your goals.
- Set a timeline for when you want to achieve your goals.
- Decide which goals you want to work on, and plan your time accordingly to ensure you meet that goal.

## PRIORITIZATION



- **Prioritizing:** *Taking what's important and putting it at the top of your list of things to do*
  - *Taking care of important business first before taking care of anything else*
- *Allows you to get what you need to get done before you move on to something else*

## TIPS FOR PRIORITIZING

- List all tasks, assignments, projects, and other things you have to complete in order of importance
- Take care of the things at the top of your list first and focus on the rest after you complete your more important tasks
- When prioritizing, be cautious of time constraints. **Time constraints** are important when other people are depending on you to complete a task, and particularly where this task is on the critical path of an important project
- **Note:** Except for few rare occasions, Key Club never goes on top of your list of priorities

## MANAGING INTERRUPTIONS



- *Interruptions are common in everyday life*
  - *Phone calls*
  - *Facebook messages*
  - *Unexpected events*
- *Letting things interrupt you only prevents you from keeping to your schedule and puts you behind*

## TIPS FOR MANAGING INTERRUPTIONS

- When doing any work, *isolate* yourself to minimize distractions
- Turn off the TV, get off of Facebook, and stop listening to music
  - *Music is only acceptable if it helps you concentrate*
- Anticipate unexpected events and always leave some elbow room in your schedule

## PROCRASTINATION

- **Procrastination:** *..waiting until later to do something that should be done now*
  - *Putting things off until the last minute*
- *Procrastination is deadly to time management*
  - *Waiting until the last minute does nothing to help you*



## TIPS TO *REDUCE* PROCRASTINATION

- Plan out your day, and stick to that schedule
- Only put things off if it's lower on your list of priorities
  - *It's better to put off something due in two months than it is to put off something due next week*
- Procrastinate procrastinating!
  - Translation: Do things early!

## SCHEDULING



- Scheduling *equals* **Planning**
- *Helps you keep track of events and upcoming due dates*
- *Setting timelines for when you want things done*

## TIPS ON SCHEDULING

- Prioritize your schedules
  - *Put more important things at the top of your list*
- Leave some elbow room in the event of any “*unexpected*” circumstances
- Stick to your schedule
- Use a calendar to plan out events
  - *Allows you to visually see what you have to do each day*

## ORGANIZATION

- *Time Management and Organization go hand in hand*
  - *Good time management requires good organization*
- *Being organized will help you save time and make the most out of your day*

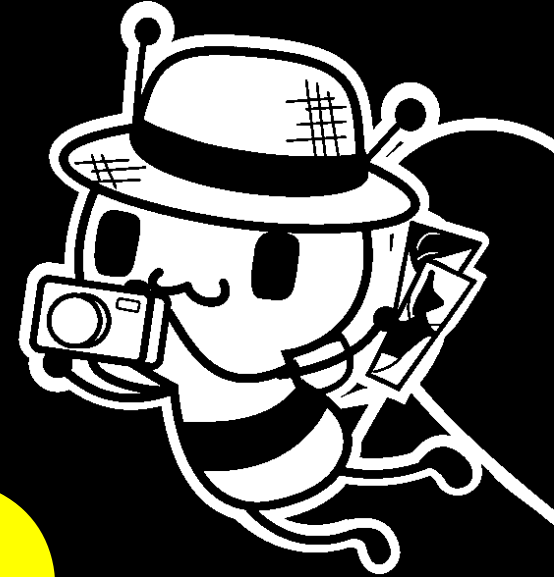


## TIPS TO STAY ORGANIZED

- Put things in a place where you can easily remember them.
- Organize your work space to eliminate clutter.
  - *The faster you can find items, the less time you'll waste trying to find them*
- Categorize your folders on your computer, and separate your e-mails based on content.
  - *It will allow you to access documents and messages faster.*

# QUESTIONS COMMENTS OR CONCERNS

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*Thank you for listening!*

*If you should have any questions, please feel free to contact us at..*

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