ADULT 101: TIME MANAGEMENT
Work Smarter, Not Harder
Concept Of Time

NO STRESS

NOW THAT'S A PHRASE I HAVEN'T HEARD IN A LONG TIME
What Is Time Management?

OMG...

ITS A TRAP!!
Time Management Defined

• According to Cambridge dictionary “Time management is the practice of using the time that you have available in a useful and effective way, especially in your work.”
School Comes First

• As you work on understanding time management, remember school always comes first!
Tips And Tools

• Make Lists
  - Write down the tasks you need to get done today and in the future. This will help you to prioritize and keep track of things.

• Create a schedule
  - If you have tasks that need to be done at certain times, or they are time-sensitive (i.e. deadline to submit that essay) then it would be a good idea to have a schedule available.
Tips And Tools (Cont.)

- Stay Organized
  - Declutter your work and living space so you don’t waste time looking for things. Organize and store stuff so it’s available when you need it.

- Stay Focused
  - Set aside your cell phone, games, and anything else that distracts you from doing what you need to do.
Lists And Priorities

- Activity!
Short Term Planning

THAT MOMENT WHEN YOU HAVE TOO MUCH STUFF TO DO

THAT YOU DECIDE TO TAKE A NAP INSTEAD
You Got This!

YOU CAN DO IT