

Student Name:

Date Completed:

# Time Management

What is Time Management?

- *Getting the most important tasks and activities done.*

What are the two essential habits you need for successful Time Management?

- *Planning & Prioritizing*

Optimize Organization and Time Management with the following tips:

- Prioritize
- Use tools
- Do not procrastinate
- Know the time of the day when you are the most productive
- Be mindful of activities that may decrease your productivity
- Set time limits
- Map out projects/tasks for the day and week
- Ask for help
- Delegate
- Redefine multi-tasking

1. What are the most common distractions you have during your workday?

2. Identify the distractions you will alleviate throughout the workday.

3. In order to enhance my organizational skills, I will commit to the following activity:

**I discussed the following with my supervisor regarding time management:**