

College & Career Readiness ...Life Skill description:

Skill: Time Management

Definition:	<i>noun</i> the ability to use one's time effectively or productively, especially at work. "time management is the key to efficient working"
Culture of the word	Understand the issue What are your biggest time wasters? What are you currently doing to manage your time? What could you be doing better?
Reference:	Mindtools.com
Source:	
Video:	https://youtu.be/go5Xyul7DkA
Capacity:	<ul style="list-style-type: none">• Set Goals; Be positive, Personal, and Possible• Prioritization... Important, Urgent• Create a To-Do List ... Specific, Measurable, Achievable, and Timed• Look at the 80/20 Rule (Pareto's Principle) ... 80% of your results come from only 20% of your actions• Being Assertive ... Being able to say No at times• Planning Wisely ... using a notebook
Additional information	Procrastination: ... Delete it, Do it now, Have clear deadlines, Remove distractions and Give yourself a reward.
Organize your workplace	De-Clutter, Remove files to help find things, Managing your workflow do it, delete, defer and delegate

