ARC: Time Management Workshop

Time management

Having enough time to do things necessary

Time management schedules given out by the ARC

Time management is the act of exercising control over the amount of time used spent on activities

Helps reduce stress

Increases the quality of your work

results in more free time

time is limited

Sounds Easy? What’s the problem?

Causes of Procrastination:

1. Disorganization

2. Fear

3. Perfectionism-spend too much time doing one thing

4. Motivation

5. Distractions

Solutions:

Rewards, Breaks, Organizers, To-Do List, Being Realistic, Knowing Your Limits

Preparation

-gather the information and knowledge you need in order to accomplish goals

-set yourself up to succeed, recognize change is coming and accept it

Planning

What does it mean to plan?

What are some ways for you to plan?

Keys to Success

-Do and Dare: Get out of your own bad habit and take action

-Use Your Will: Let the desire to achieve success show

-Be Determined and Committed: Don’t give up if you’re knocked down a few times

-Go to Success: Go after it