

Time Management

Time: 50 Minutes

Materials

Time Management Worksheets (attached)

[Time Management Prezi](#)

[Eat the Frog Instructions](#)

Description: *Are you having a hard time saying no? This session will discuss ways to manage your time so you can be a better student and leader in your organization and life.*

Preparation

- Ensure you are familiar with the Prezi and how your presentation will best meet your group's needs.
- Read through Eat the Frog activity and choose which 5-10 prompts pertain most to the members of your organization.

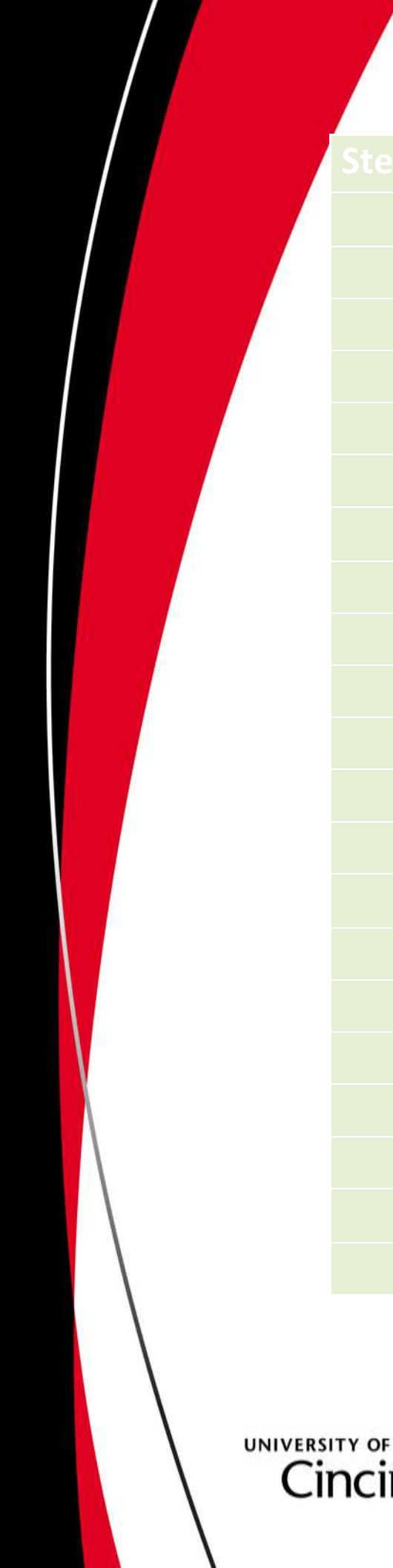
Instructions

Present the Prezi on motivation. Follow interactive instructions throughout:

- Eat the Frog Activity- Use *Things to Do!*, *Weekly Planner* and *Steps to reach goal* worksheets as necessary.
- "How is your day planned?" Have students fill out a typical week schedule using the Weekly-Hourly-Planner worksheet.
- "Things to do today" Have students fill out their own "to-do" lists using the *Things to Do Today* worksheet
- Remind students they have Steven Convey's Method of Time Management on sheet in front of them
- "Take a look at your list" Have students evaluate and prioritize their lists

Things to Do!

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		Status
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Step #	Steps to Reach Goal

Things to do today

Name & Date:

Task No	Task	Due By	Complete	Comments
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Steven Covey's Method of Time Management

	Urgent	Not Urgent
Important	I <ul style="list-style-type: none"> > Crises > Pressing problems > Firefighting > Major scrap and rework > Deadline-driven projects 	II <ul style="list-style-type: none"> > Prevention > <i>Production capability</i> activities > Relationship building > Recognizing new opportunities > Planning > <i>Re-creation</i>
Not Important	III <ul style="list-style-type: none"> > Interruptions > Some calls > Some mail > Some reports > Some meetings > Proximate pressing matters > Popular activities > Some scrap & rework 	IV <ul style="list-style-type: none"> > Trivia > Busywork > Some mail > Some phone calls > Time-wasters > Pleasant activities

Eat that Frog – ABCDE Method of Time Management

"A" stands for "very important;" something you must do. There can be serious negative consequences if you don't do it.

"B" stands for "important;" something you should do. This is not as important as your 'A' tasks. There are only minor negative consequences if it is not completed.

"C" stands for things that are "nice to do;" but which are not as important as 'A' or 'B,' tasks. There are no negative consequences for not completing it.

"D" stands for "delegate." You can assign this task to someone else who can do the job instead of you.

"E" stands for "eliminate, whenever possible." You should eliminate every single activity you possibly can, to free up your time.

Weekly Planner for the Week of _____, _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM							
7:30 AM							
8:00 AM							
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