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# Time Management

Timothy L. Heaton

*Cedarville University*, [heatont@cedarville.edu](mailto:heatont@cedarville.edu)

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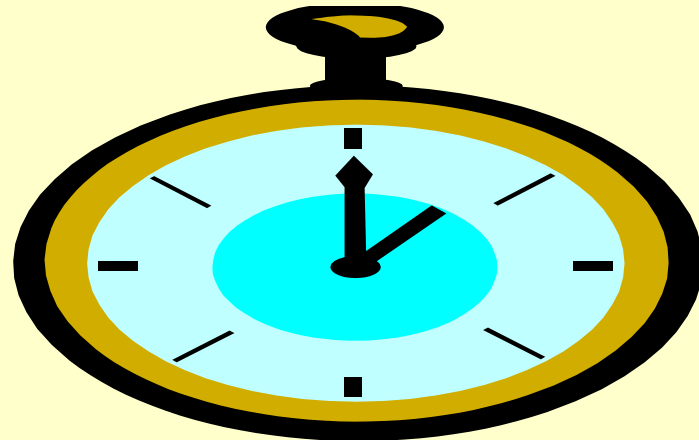
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*As we begin, let's talk about the recommendations to high school students to be successful and see how well you measure up to the advice given. Rate yourself in each area we address.*

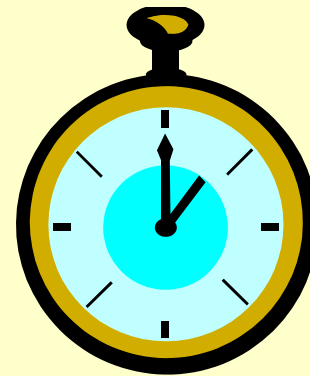


*Time management*  
*Dr. Timothy L. Heaton*  
*Cedarville University*  
*Heatont@Cedarville.edu*



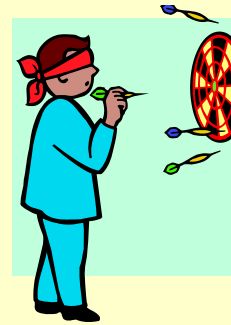
# *Benefits of time management*

- Efficient
- Successful
- Healthy



# *Obstacles to effective time management*

Unclear objectives



Disorganization



Inability to say “no”



# *Obstacles to effective time management*

Interruptions



More interruptions



Periods of inactivity



# *Obstacles to effective time management*

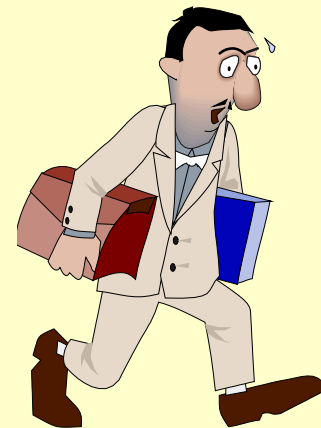
Too many things at once



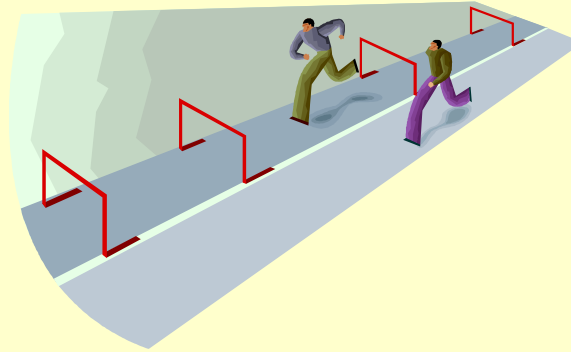
Stress and fatigue



All work and no play



*What can we do?*



Recognize that obstacles exist

Identify them

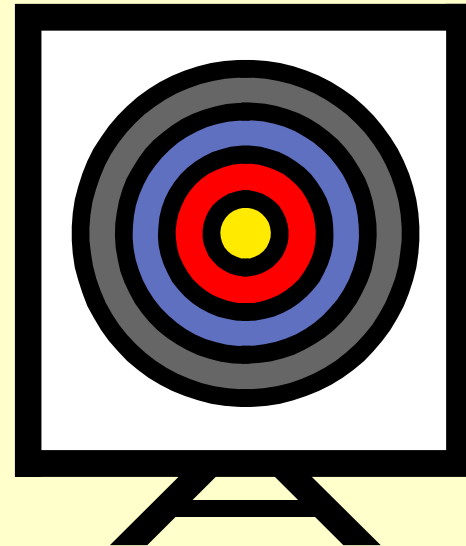
Employ strategies to overcome





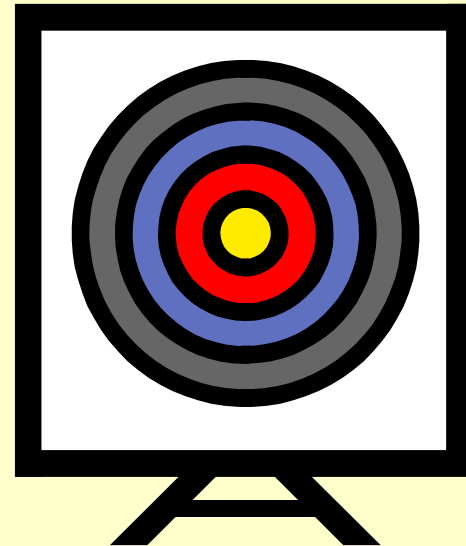
# *Set goals*

- Specific
- Measurable



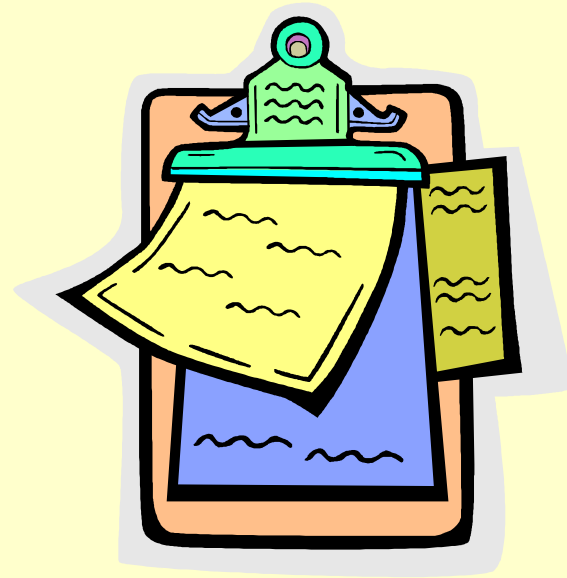
# *Set goals*

- Specific
- Measurable
- Achievable
- Realistic
- Time-based

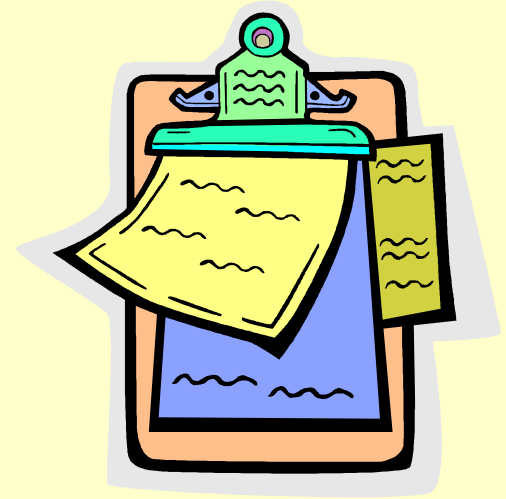


# *Prioritize*

- Do
- Delegate
- Delay
- Delete



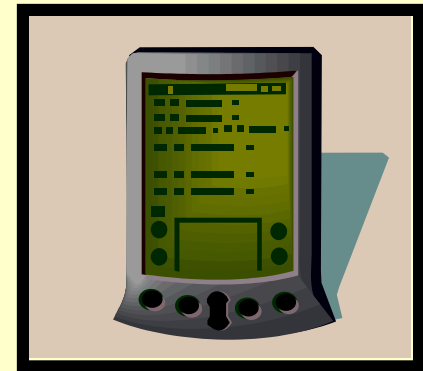
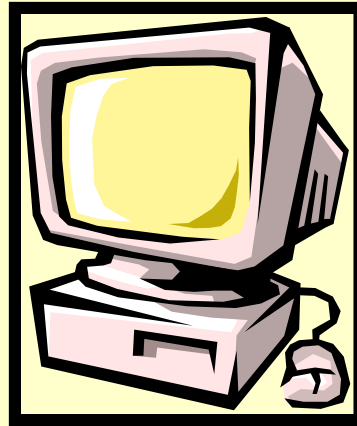
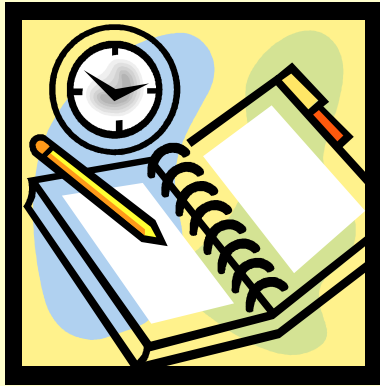
# *Prioritize*



1. Address the urgent
2. Accomplish what you can early
3. Attach deadlines to things you delay



# Organize



# *Learn when to say “NO”*

- You can't do everything
- Don't undertake things you can't complete
- Remain consistent to your goals



# *Use your waiting time*

- On public transportation
- At the doctor's office
- Waiting for your plane
- On hold
- When you are early

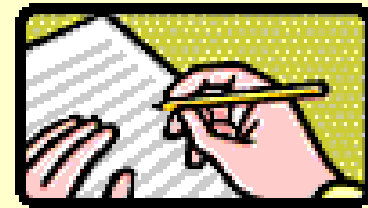


# *Use your waiting time*

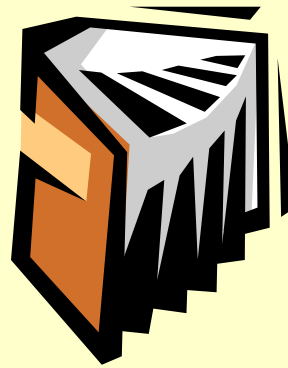
Correspondence



Letters or memos



Books or tapes





# *Concentrate on the task at hand*

- Focus on your goal
- Tune out interruptions



# *Consider your personal prime time*

- Morning?
- Evening?
- Late night?

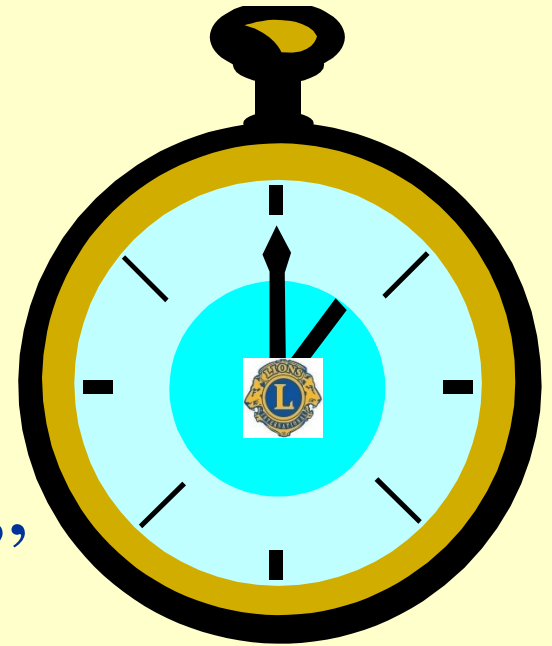


# *Celebrate your success*



# *Review*

- Set goals
- Prioritize
- Organize
- Learn when to say “NO”
- Use your waiting time
- Concentrate on the task at hand
- Consider your personal prime time
- Celebrate success



# *The Big Rocks of Life*

