

## Self-Management and Time Management Employability Skills-Business Communications

Upon completion of this lesson, students will understand how to become more self-organized and will display good time management techniques.

***Self-Management:*** Management of or by yourself; the taking of responsibility for your own behavior and well-being; the training of your behavior and time for personal improvement.

***Time Management:*** The ability to use your time effectively and productivity; the act or process of managing time, whether business activities or personal activities, to accomplishing specific tasks, projects, and goals by a given due date.

Time Management Discussion-Students should type (DS, minimum 1/2 page, 12pt, times new roman) how they feel they have used (or not used) time management in the past. (ie-previous assignments, applying to college, planning an event.) They should identify defining attributes of time management including working efficiently and relieving stress.