

Self and Time Management

Time Management Discussion – Students will list a minimum of (5) tools in which they can use to manage their time. Student must explain in details how each tool will be applied in managing their time. For example, calendar is a tool. I will write down important dates on my calendar for the entire year to manage my activities. Write a 2 paragraph. *Save your work as self and time management followed by your initials.*

#8 Self and Time Management

There are many ways into which you can use to manage your time responsible. Such as a memo, a memo is a brief summary you use to keep as a reminder as to the processes in which you will do things. Another, example of time management you will use is a calendar, you can pick out days you are free to fill in for something. Another example you can use is sticky notes, you can use them to right down important days that will be booked. Another example is a watch, you can use a watch to keep track of time instead of your phone because a phone always dies. Another resource you can utilize is person, like an assistant. You can use them to remember to remind you about important dates or meetings.

Using your time wisely can take you many places and can lead you to many opportunities. Your jobs and people around you such as your peers and teachers. You also should do this for yourself and the people around you. This could affect your future and your present because of you absents or tardiness you can get fired and it will be hard to find or keep a career just because you couldn't come in on time. Many people might think that it doesn't matter but these tardiness and absentes add up and can effect you in the long run.

Grade earned: 100

You did an excellent job identify (5) tools used to help a person stay organized and providing examples what may happen when people use their time wisely