

Name: \_\_\_\_\_

## **Time-Management Suggestions**

Respond to the following items with a personal example of either how you have implemented or how you would implement each suggestion. After you have identified your examples, compare and contrast your suggestions with other students.

### **TIME-MANAGEMENT SUGGESTION**

### **A PERSONAL EXAMPLE**

1. Start with the most worrisome task

2. Complete deadline work early

3. Know your capacity for stress

4. Stay organized

5. Get physical

6. Have fun

7. Set goals

8 Delegate

9. Focus on 1 thing at a time

10. Tackle a small task