

# TIME MANAGEMENT IS LIFE MANAGEMENT

## WHAT IS TIME MANAGEMENT

A meticulous and effective process of how one chooses to spend their time on activities and a core pillar of high achieving and successful individuals who experience a better quality of life. The goal is to increase one's efficiency and productivity.



## MAKE A TO-DO LIST

List all academic, extracurricular, and personal responsibilities for the semester. Keep it simple and realistic.



## SCHEDULE & CALENDAR

Calendar weekly events using outlook calendar. Don't forget to include meal breaks and brain breaks. Find out where time is being wasted. Review and make changes at the end of each week. This will help you remain accountable for executing your goals.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00 AM	wake up, Devotions	wake up, Devotions	wake up, Devotions	wake up, Devotions	wake up, Devotions
7:00 AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00 AM	School	School	School	School	School
9:00 AM	English	Mathematics	Reading	English	Social
10:00 AM	Silent Reading	Silent Reading	English grammar	History	Science
11:00 AM	Latin	Mathematics	Social	Silent Reading	Latin
12:00 PM	English grammar	Lunch	Lunch	Lunch	Lunch
2:00 PM	Lunch	History	Geography	Studying	Mathematics
3:00 PM	Geography	Latin	Studying	English	Latin
4:00 PM	Mathematics	Geography	Silent Reading	Latin	Silent Reading
5:00 PM	Sports	Swimming	Dancing	Swimming	Reading

## COMPLETE TASK BY URGENCY

Urgency refers to the perseverance and tenacity one must adopt to overcome challenges. Eliminate stress and minimize procrastination by focusing your time and energy on completing the most urgent task

Important and Urgent



Important but not Urgent



Not important but Urgent



Not important or Urgent



**The least effective person you know has the same 24 hours as the most effective person you know.**