

Personal Management

Troop 9
December 10, 2008

Time Management

- Goal setting
 - Short-term (this week)
 - Finishing homework, troop meeting, basketball practice, etc.
 - Long-term
 - Save \$5000 to buy used car
 - Learn to play the guitar
 - Earn 3 merit badges by December 2006
 - Do 4 50-mile bike rides this summer

Time Management

- Goal setting
 - Be specific in what you want to do
 - What, when and how long it will take
 - Start with the end result and work backwards
 - Writing down your goals lets you see how much you need to do.
 - When goal setting, write down all your goals – don't limit yourself.
 - The next step is to prioritize your goals.

Time Management

- Setting Priorities
 - Helps you determine which goals are most important.
 - Study your short- and long-term goals and number them from 1 – 10 or so, and then begin working on the most important ones first.
 - Break up large projects into smaller pieces.

Time Management

- Break up large projects into smaller pieces
 - Term paper due in 6 weeks
 - Week 1: collect research materials
 - Week 2: Take notes on research materials
 - Week 3: Organize notes and make outline
 - Week 4: Write first draft
 - Week 5: Write second draft
 - Week 6: Prepare final report

Time Management Tips

- Reward yourself
- Include relaxation time
- Leave extra time for unanticipated events
- Check off each item you accomplish
- Schedule most difficult tasks at the time your are most productive
- Be flexible
- Ask for help, if needed
- Eliminate low priority items
- Be able to say “No”
- Reevaluate your goals over time