

Time Management

Balancing FBLA and School

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Symptoms of Poor Time Management

- Overwhelmed
- Lost in tasks
- Work will become sloppy
- Stressed out





What can I do?



Time mangement tips



1. Make a schedule
2. Practice saying no
3. To do list
4. Give yourself deadlines
5. Beating procrastination

Make a Schedule



- Delegate your time wisely
- Be flexible (Time Slots)

Practice saying no




- Don't overload yourself with others tasks
- You don't have to do everything

Make a to do list



- Group like tasks
- Give tasks time slots

Set deadlines

- 
- Be strict
 - Reasonable
 - Get them done before the actual deadline
 - Don't push them back

Beating Procrastination



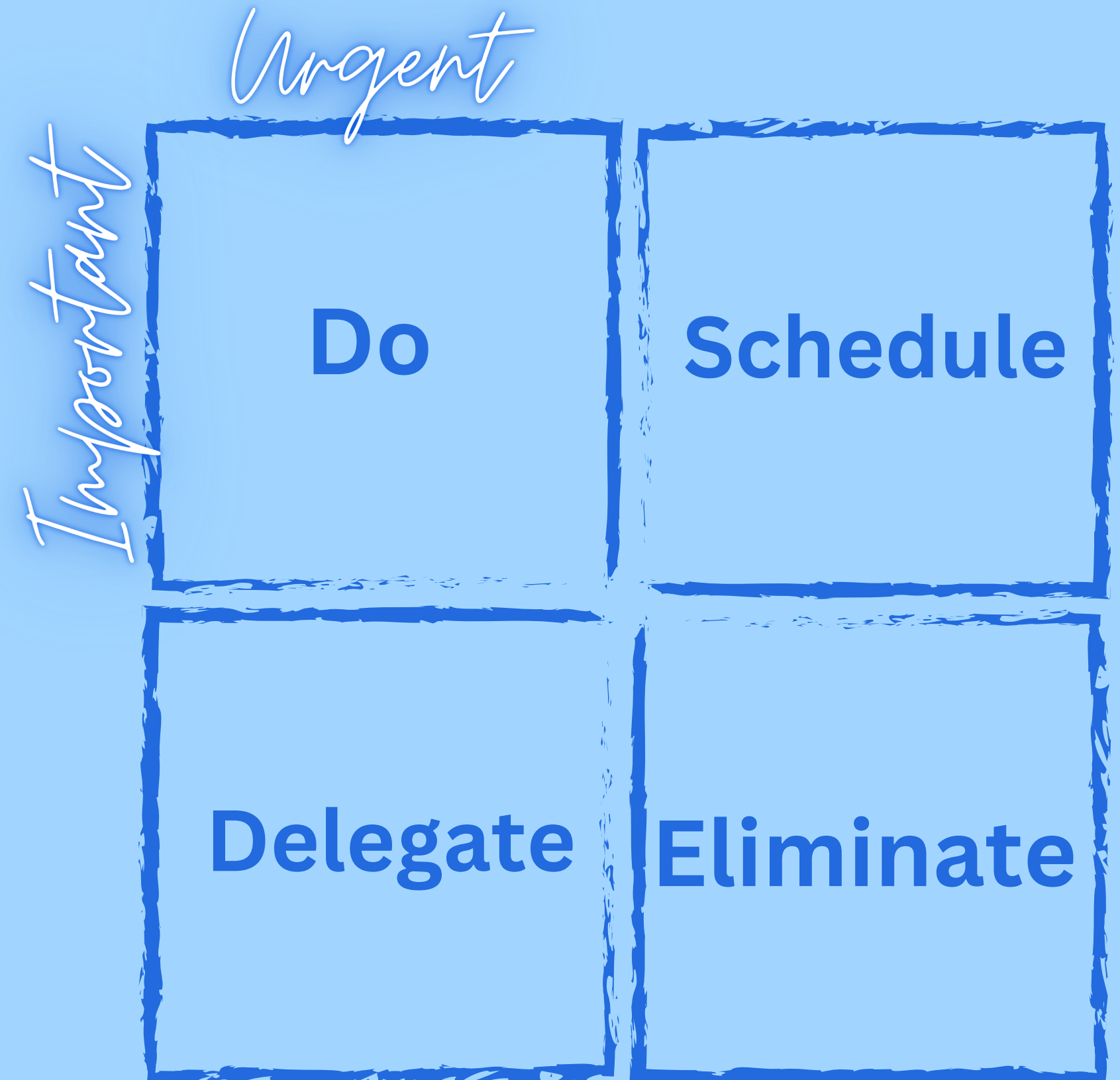
- Be strict/have self discipline
- Work before friends
- Stop making excuses



Tools

Four squares

- Do - Important and urgent
- Schedule - Important but not urgent
- Delegate - Not Important but urgent
- Eliminate - Not important and not urgent



Slices of pie

- You only have so many slices
- You need a slice for everything
- You don't want to give small slices



Do's



1. Plan Ahead
2. Get Organized (Planner)
3. Set Goals
4. Take Breaks
5. Stay Focused

Dont's



1. Procrastinate
2. Over Book Yourself
3. Underestimate Tasks

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Thank You!