



<u>Department of Labor</u>
<u>Trade Adjustment Assistance Community College and</u>
<u>Career Training (TAACCCT) grant</u>

Develop and implement Engineering Technology programs

Provide wrap around services for Engineering Technology students

Provide Engineering Technology faculty with Instructional Design services

Develop and implement PLA Policy



Managing Your Time





True or False

Time flies

False – Time actually moves at a predetermined fixed rate.

No one else manages my time but me.

True – We let others change our decisions about time and schedules.

Time is against us.

False – Time is on our side once we organize it!





Strategies to Organize YOUR Time



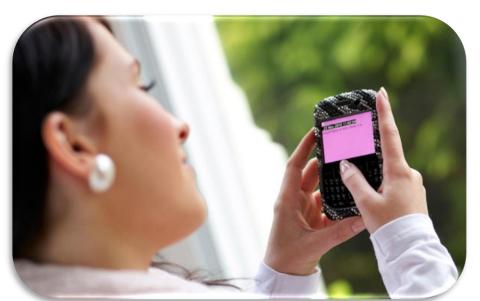
TO DO:

- Catch all 648 Pokemon
- M Build Web Shooters
- M. Clone Dinosaurs
- Destroy 7 Horcruxes
- 1) Defeat the Daleks
- Repair the Batmobile
- J Get a bigger boat
- [Expose Moriarty Clear name
- Destroy the one Ring in Mordor
- 1 Bring balance to the Force
- Assemble the Avengers
- M. Save Princess Peach...again
- 1 Get back to 1985
- Don't Panic
- [Fight Eggmans robot army
- 1 Save the Cheerleader
- [] Live Long and Prosper



Phone Calls & Emails

- Plan out what you want to say
- Return calls/emails at a set time of day
- Use voicemail to screen calls
- Keep emails short





Strategies Priorities Time Wasters Manage Your **Time** Why Procrastinate? **How to Organize**