

A chalkboard with two pieces of pink chalk and some faint white chalk markings. The chalkboard is green and has some white chalk markings, including a large 'A' and some curved lines. The background is a soft, out-of-focus green.

What Employers Want: Time Management

Albany Technical College



Department of Labor

**Trade Adjustment Assistance Community College and
Career Training (TAACCCT) grant**

**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!



Time Management Assessment



Strategies to Organize YOUR Time



TO DO:

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



Avoiding Procrastination



Strategies

