

## Personal Management MB Workshop Session 5

### Session 5

#### Time Management and Project Planning

Handouts for this session:

- Time Management Exercise
- Time Management Calendar
- Project Planning Exercise
- Sample Project Plan
- Project Planning Worksheet

At beginning of session:

- Questions?

#### **Time Management**

- We all have 24 hours in a day; learn to use them wisely
- There are many time management “systems” but all revolve around the same themes:
  - Establish long term vision
    - What really counts for you in the long run? Examples:
      - Education
      - Getting married, raising a family and becoming a Scoutmaster
      - Living an ethical life
  - Establish long term goals. Examples:
    - Go to college
    - Buy a car
    - Learn to play guitar
  - Establish short term goals – here is the key to success
    - List the things you have to do (take out the trash, wash dishes, go to school), then make time for important things that fit your long term goals.
    - In our example, one of your long term goals was to learn to play guitar. Break that down into smaller tasks (e.g. get a guitar, guitar book, teacher, then practice, practice, and practice).
    - Decide what you can do each day, or every few days to meet your long term goal.
    - Another example – becoming an Eagle Scout
      - What do you need to do?
      - Advance through Life
      - Get 21 merit badges
      - Do a project
      - So, if you are currently a Tenderfoot, what do you need to do today to meet your long term goal? (advance to Second Class; work on a merit badge)
      - This becomes something for your “to do” list for the day