

# Time Management for High School, College, and Career Readiness

Training Manual

Nach Academy For innovative Learning



Dr. Eric Nach, Ph.D., M.Ed.

Developmental and Behavioral Specialist

# TABLE OF CONTENTS

---

<b>Module One: Getting Started .....</b>	<b>6</b>
<i>Workshop Objectives .....</i>	<i>6</i>
<i>Pre-Assignment Review.....</i>	<i>7</i>
<b>Module Two: Setting SMART Goals .....</b>	<b>8</b>
<i>The Three P's.....</i>	<i>8</i>
<i>The SMART Way.....</i>	<i>9</i>
<i>Prioritizing Your Goals.....</i>	<i>10</i>
<i>Visualization.....</i>	<i>10</i>
<i>Case Study.....</i>	<i>10</i>
For You To Do .....	10
<i>Module Two: Review Questions.....</i>	<i>12</i>
<b>Module Three: Prioritizing Your Time .....</b>	<b>14</b>
<i>The 80/20 Rule .....</i>	<i>14</i>
<i>The Urgent/Important Matrix.....</i>	<i>14</i>
<i>Being Assertive.....</i>	<i>16</i>
<i>Case Study.....</i>	<i>17</i>
For You To Do.....	17
<i>Module Three: Review Questions.....</i>	<i>18</i>
<b>Module Four: Planning Wisely.....</b>	<b>20</b>
<i>Creating Your Productivity Journal.....</i>	<i>20</i>
<i>Maximizing the Power of Your Productivity Journal .....</i>	<i>20</i>
<i>The Glass Jar: Rocks, Pebbles, Sand, and Water .....</i>	<i>21</i>
<i>Chunk, Block, and Tackle.....</i>	<i>21</i>

<i>Ready, Fire, Aim!</i> .....	22
<i>Case Study</i> .....	23
For You To Do.....	23
<i>Module Four: Review Questions</i> .....	24
<b>Module Five: Tackling Procrastination</b> .....	<b>26</b>
<i>Why We Procrastinate</i> .....	26
<i>Nine Ways to Overcome Procrastination</i> .....	27
<i>Eat That Frog!</i> .....	28
<i>Case Study</i> .....	29
For You To Do.....	29
<i>Module Five: Review Questions</i> .....	29
<b>Module Six: Crisis Management</b> .....	<b>34</b>
<i>When the Storm Hits</i> .....	34
<i>Creating a Plan</i> .....	35
<i>Executing the Plan</i> .....	35
<i>Lessons Learned</i> .....	36
<i>Case Study</i> .....	36
For You To Do.....	38
<i>Module Six: Review Questions</i> .....	37
<b>Module Seven: Organizing Your Workspace</b> .....	<b>39</b>
<i>De-Clutter</i> .....	39
<i>Managing Workflow</i> .....	40
<i>Dealing with E-mail</i> .....	40
<i>Using Calendars</i> .....	41
<i>Case Study</i> .....	42

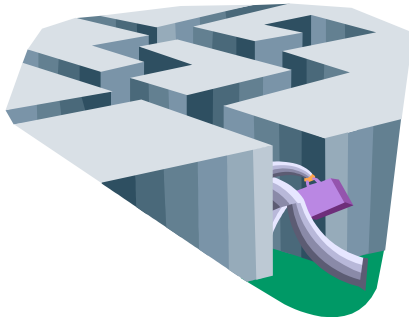
For You To Do.....	45
<i>Module Seven: Review Questions</i> .....	43
<b>Module Eight: Delegating Made Easy.....</b>	<b>45</b>
<i>When to Delegate</i> .....	46
<i>To Whom Should You Delegate?</i> .....	46
<i>How Should You Delegate?</i> .....	48
<i>Keeping Control</i> .....	49
<i>The Importance of Full Acceptance</i> .....	49
<i>Case Study</i> .....	50
For You To Do.....	52
<i>Module Eight: Review Questions</i> .....	51
<b>Module Nine: Setting a Ritual.....</b>	<b>53</b>
<i>What is a Ritual?</i> .....	53
<i>Ritualizing Sleep, Meals, and Exercise</i> .....	54
<i>Example Rituals</i> .....	54
<i>Using Rituals to Maximize Time</i> .....	55
<i>Case Study</i> .....	55
For You To Do.....	57
<i>Module Nine: Review Questions</i> .....	56
<b>Module Ten: Meeting Management .....</b>	<b>58</b>
<i>Deciding if a Meeting is Necessary</i> .....	58
<i>Using the PAT Approach</i> .....	59
<i>Building the Agenda</i> .....	59
<i>Keeping Things on Track</i> .....	60
<i>Making Sure the Meeting Was Worthwhile</i> .....	62

<i>Case Study</i> .....	62
For You To Do.....	63
<i>Module Ten: Review Questions</i> .....	63
<b>Module Eleven: Alternatives to Meetings</b> .....	<b>65</b>
<i>Instant Messaging and Chat Rooms</i> .....	65
<i>Teleconferencing</i> .....	66
<i>E-Mail Lists and Online Groups</i> .....	66
<i>Collaboration Applications</i> .....	67
<i>Case Study</i> .....	67
For You To Do.....	69
<i>Module Eleven: Review Questions</i> .....	69
<b>Module Twelve: Wrapping Up</b> .....	<b>71</b>
<i>Words from the Wise</i> .....	71

*Cherish your dreams, as they are the children of your soul, the blueprints of your ultimate achievements.*

***Napoleon Hill***

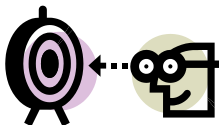
## Module One: Getting Started



Time management most often begins with setting goals. These goals are recorded and may be broken down into a project, an action plan, or just a simple task list. Activities are then rated based on a number of factors including; urgency, importance, priorities assigned, and deadlines set. This process results in a plan with a task list or calendar of activities. Routine and recurring tasks are often given less focus than tasks that contribute to new important goals.

This entire process is supported by a skill set that should involve personal motivation, delegation skills, organization tools, and crisis management. We'll cover all that and more during this course.

## Workshop Objectives



Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for this course.

At the end of this course, participants should be able to:

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle crises effectively and quickly
- Organize your workspace and workflow to make better use of time
- Delegate more efficiently
- Use rituals to make your life run smoother
- Plan activities more appropriately and effectively

## Pre-Assignment Review

The purpose of the Pre-Assignment is to get you thinking about the time management strategies you are already using and where they need to improve.



Take a moment to answer the following questions:

- What are your biggest time wasters?
- What are you currently doing to manage your time?
- What could you be doing better?
- If you came away from this course with only one thing, what would that be?

*The bad news is that time flies.  
The good news is that you are the pilot.*

**Michael Altshuler**

## Module Two: Setting SMART Goals



Goal setting is critical to effective time management strategies. It is the single most important life skill that, unfortunately, most people never learn how to do properly. Goal setting can be used in every single area of your life, including educational, financial, physical, personal development, relationships, or even spiritual. According to Brian Tracy's book "Goals", fewer than 3% of people have clear, written goals, and a plan for getting there. Setting goals is what can put you ahead of the pack!

Some people blame everything that goes wrong in their life on something or someone else. They take the role of a victim, giving away all their power and control. Successful people instead dedicate themselves towards taking responsibility for their lives, no matter what the unforeseen or uncontrollable events are. Live right here and now: the past cannot be changed, and the future is altered as a direct result of what you do right now!

### The Three P's



Setting meaningful, long-term goals is a giant step toward achieving your dreams. In turn, setting and achieving short-term goals can help you accomplish the tasks you'll need to achieve the long-term ones. It is also important to make sure that all of your goals unleash the power of the three P's:

- **POSITIVE:** Who could get fired up about a goal such as "Find a career that's not boring"? Goals should be phrased positively, so they help you feel good about yourself and what you're trying to accomplish. A better alternative might be this: "Enroll in pre-law classes so I can help people with legal problems someday."
- **PERSONAL:** Goals must be personal. They must reflect your own dreams and values, not those of friends, family, or the media. When creating your goal statement, always use the word "I" in the sentence to brand it as your own. When your goals are personal, you'll be more motivated to succeed and take greater pride in your accomplishments.



- **POSSIBLE:** When setting goals, be sure to consider what's possible and within your control. Getting into an Ivy League university may be possible if you are earning good grades but unrealistic if you're struggling. In the latter case, a more reasonable goal might be to attend a university or trade school that offers courses related to your chosen career. You might also pursue volunteer work that would strengthen your college applications.

## The SMART Way

SMART is a convenient acronym for the set of criteria that a goal must have in order for it to be realized by the goal achiever.



- **Specific:** Success coach Jack Canfield states in his book The Success Principles that, "Vague goals produce vague results." In order for you to achieve a goal, you must be very clear about what it is exactly, that you want. Often creating a list of benefits that the accomplishment of your goal will bring to your life, will give your mind a compelling reason to pursue that goal.
- **Measurable:** It's crucial for goal achievement that you are able to track your progress towards your goal. That's why all goals need some form of objective measuring system so that you can stay on track and become motivated when you enjoy the sweet taste of quantifiable progress.
- **Achievable:** Setting big goals is great, but setting unrealistic goals will just de-motivate you. A good goal is one that challenges, but is not so unrealistic that you have virtually no chance of accomplishing it.
- **Relevant:** Before you even set goals, it's a good idea to sit down and define your core values and your life purpose. It's these tools which ultimately decide how and what goals you choose for your life. If you are not quite clear about your values and purpose, know that they will develop and change in the future. Now is the time to start with creating goals for this stage of your life. Goals, in and of themselves, do not provide any happiness. Goals that are in harmony with our life purpose do have the power to make us happy.
- **Timed:** Without setting deadlines for your goals, you have no real compelling reason or motivation to start working on them. By setting a deadline, your subconscious mind begins to work on that goal, night and day, to bring you closer to achievement.



## Prioritizing Your Goals



Achieving challenging goals requires a lot of mental energy. Instead of spreading yourself thin by focusing on several goals at once, invest your mental focus on one goal, the most important goal right now. When you are prioritizing, choose a goal that will have the greatest impact on your life compared to how long it will take to achieve. A large part of goal setting is not just identifying what you want, but also identifying what you must give up in your life in order to get it. Most people are unwilling to make a conscious decision to give up the things in their life necessary to achieve their goals.

## Visualization



Emotionalizing and visualizing your goal will help you create the desire to materialize it into your life. One of the best visualization tools is a vision board. Simply find a magazine, cut out pictures that resonate with the goal that you want to achieve, glue them onto a piece of poster board, and place that board somewhere that you can view it several times a day.

In order for visualization to work, it's necessary that you emotionalize your goal as much as possible. Create a list of the benefits you will see when you achieve your goal and concentrate on how that will make you feel.

## Case Study

Margaret and Rachel were reviewing their mid-year profit portfolio in June and realized they were not making enough money.

Rachel then had the brilliant idea of using the SMART way to come up with an achievable goal.

Margaret and Rachel then sat down thought of a SPECIFIC goal they wanted to reach. After lots of deliberation, they decided they wanted to increase their revenue by 10 percent.

In order to keep their goal MEASURABLE, they were going to measure their progress monthly. This would make sure that their goal was ATTAINABLE by the end of the year. It would keep their goal RELEVANT as well. The two decided to make the deadline for their goal in December to keep it TIMED.

After using the SMART way to create a goal, Margaret and Rachel were a lot more confident in the capability of their business to stay productive and make money

## **For You To Do**

At this point in your life, what are two goals you have and what sacrifices might you have to make to accomplish them?



## Module Two: Review Questions

- 1) Which is not one of the Three Ps of goal setting?
  - a) People
  - b) Positive
  - c) Personal
  - d) Possible
  
- 2) In the SMART acronym what does the T stand for?
  - a) Timed
  - b) Tedious
  - c) Two
  - d) Together
  
- 3) When prioritizing your goals it is better to focus on several goals at once.
  - a) True
  - b) False
  
- 4) In order for visualization to work, it's necessary that you \_\_\_\_\_ your goal as much as possible.
  - a) Share
  - b) Populate
  - c) Emotionalize
  - d) Achieve
  
- 5) In which area of your life can goal setting be used?
  - a) Financial
  - b) Physical
  - c) Spiritual
  - d) All of the above
  
- 6) Which of these is something that your goals should reflect?
  - a) The dreams and values of the media
  - b) The dreams and values of your friends
  - c) Your dreams and values
  - d) All of the above



- 7) Which of these is crucial for goal achievement?
- a) Creating vague goals
  - b) Track your progress towards your goal
  - c) Setting unrealistic goals
  - d) Creating a goal that does not have a deadline
- 8) When prioritizing, which goal should you choose?
- a) Choose a goal that identifies only what you want
  - b) Choose a goal based on how long it will take to achieve it.
  - c) Choose a goal that will have the greatest impact on your life
  - d) Spread yourself thin by focusing on several goals at once
- 9) What is one of the best visualization tools?
- a) A bar graph
  - b) A PowerPoint presentation
  - c) A vision board
  - d) A list of goals
- 10) What will help you materialize your goal into your life?
- a) Visualizing and acting quickly
  - b) Visualizing and emotionalizing
  - c) Emotionalizing and relaxing
  - d) Emotionalizing and acting quickly

**We hope you have enjoyed this sample of our TIME MANAGEMENT course. To complete this course, or choose from 1 of 11 other empowering courses, please visit us 24/7 at <https://nachacademy.com/our-courses>**

