Time Management & Prioritization

Contact Information
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Length of Presentation 50 minutes

Presenter Information
☑ Professional Staff
☑ Graduate Students
☑ Undergraduate Students

UNIV 101 Learning Outcomes 1b

Abstract
Every student is different, but one of the things that remains constant is the amount of time within each week. Although students bring with them a broad array of circumstances and obligations, managing the time that they have is important to their personal and academic success. This interactive workshop will allow students to think about decision-making as it pertains to time management. Tips and strategies will also be shared with students to help them manage multiple competing priorities.

Presentation Learning Outcomes
As a result of this presentation, students will be able to:
- Identify competing priorities and strategies to manage them.
- Understand and practice effective time management and decision-making.
- Use situations and scenarios to further explore instances of prioritization mismanagement.

Outline of Presentation
I. Introduction
   a. Overview of SSC and pre-assessment

II. Activity - A Week in the Life of a Gamecock
   a. Discussion

III. Covey's Quadrants

IV. Activity - Weekly Schedule

V. Wrap-up & assessment