



Better late than never?

As we have more unscheduled time than ever, how can we use our time wisely?



Check out this TED Talk on procrastination

WATCH: ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator



SCAN ME

1. What is something you can do to get back on track when you start procrastinating?
2. What deadlines can you set to help give more structure to your days or weeks?

Some tips to help prioritize



Time Management Tips

READ: [vpul.upenn.edu/lrc/tr/PDF/procrastination%20\(W\).pdf](http://vpul.upenn.edu/lrc/tr/PDF/procrastination%20(W).pdf)



Time Management Strategies

READ: roosevelt.ucsd.edu/_files/academics/resources/time-management-strategies.pdf



Look into the Eisenhower Matrix

CHECK OUT: eisenhower.me/eisenhower-matrix/

The Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	Do Do it now.	Decide Schedule a time to do it
Not Important	Delegate Who can do it for you?	Delete Eliminate it