

Name: \_\_\_\_\_

# Time Management

1. Analysis
  2. Itemizing
  3. Prioritizing
  4. Urgency
  5. Gravity
  6. "A" List
  7. "B" List
  8. "C" List
  9. 888 hours rule consists of
  10. "Thrill Seeking" procrastinator
  11. "Indecisiveness" procrastinator
  12. "Perfectionism" procrastinator
  13. "Fear of failure" procrastinator
  14. "Fear of Success" procrastinator
  15. Detailed exam of how much time we have
- A. Hooked on Adrenaline rush
  - B. Breaking down time
  - C. Identify and list tasks
  - D. Time Analysis
  - E. Getting negative feedback
  - F. Tasks close to deadline
  - G. Ranking tasks by importance
  - H. Sleep, School, Activities
  - I. Essential Tasks
  - J. Important Tasks
  - K. Tasks- greatest weight
  - L. Difficulty making decisions
  - M. Others expect high standards
  - N. Unrealistic Expectations
  - O. Optional Tasks