

C. Identify Time Wasters

Time Waster	How to Manage

II. Organize

A. Management of Procrastination

What Overwhelms You	How to Avoid

- Many times we procrastinate when we feel overwhelmed. Identifying what overwhelms you and how to avoid it can make you less likely to procrastinate.
- Do in pieces
- Seek advice from colleagues (perfecting)
- Delegate

III. Analyze Self

A. Strengths

Strengths	How This Benefits You

B. Weaknesses

Weaknesses	How to Improve

C. Identify Your Wins

Your Wins	Apply to Tasks

IV. Goals

A. Realistic

Visual Image of Goal	Steps to Achieve

B. Measurable

Projected Time of Goal	Actual Time to Achieve Goal

C. Time Bound

Approximate Time Needed	Revised Time Needed