**Materials**

Time Management PowerPoint

Success Skills Workbook

Writing About Time Worksheet

Time Management Self-Assessment Worksheet

Another Day at the Office Case Study

How Do You Spend Your Day Worksheet

**Workshop Protocol**

**Time: 1.25 hours**

* Display Time Management PowerPoint.
* Complete and discuss the Writing About Time worksheet in the Success Skills workbook. (Slide 2)
* Complete and discuss the Time Management Self-Assessment worksheet in the Success Skills workbook. (Slide 3)
* Discuss aspects of time management. (Slides 4-10)
* Read and discuss Another Day at the Office case study in workbook. (Slide 11 and 12)
* Discuss how we spend our time, the tasks we spend our time on, and how long those tasks take. (Slide 13)
* Complete and discuss How Do You Spend Your Day worksheet in workbook. (Slide 14 and 15)
* Discuss time management tips. (Slides 16-19)

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