

Purpose of Session

In today's busy work environment it is important to prioritize and manage one's time. Managing multiple projects and tasks is an important skill for university employees to possess.

Discussing time management strategies and resources with a mentor can help.

Questions & Discussion Prompts

How do you handle constant emails?

Discuss tips and strategies you both use to get the most out of your day.

How do you prioritize when you have competing tasks that must be accomplished?

What are a few tips for managing a project that involves multiple people with multiple deadlines?

Discuss daily, weekly, and monthly time management strategies.

Discuss obstacles that can interfere with successful time management and ways to avoid them.

Discuss strategies for overcoming procrastination.

Check out Tim Urban's Procrastination TED Talk
<https://www.youtube.com/watch?v=arj7oStGLkU>

Additional Ideas/Notes/Reminders

