

TIME MANAGEMENT



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motivation ...



I don't want to

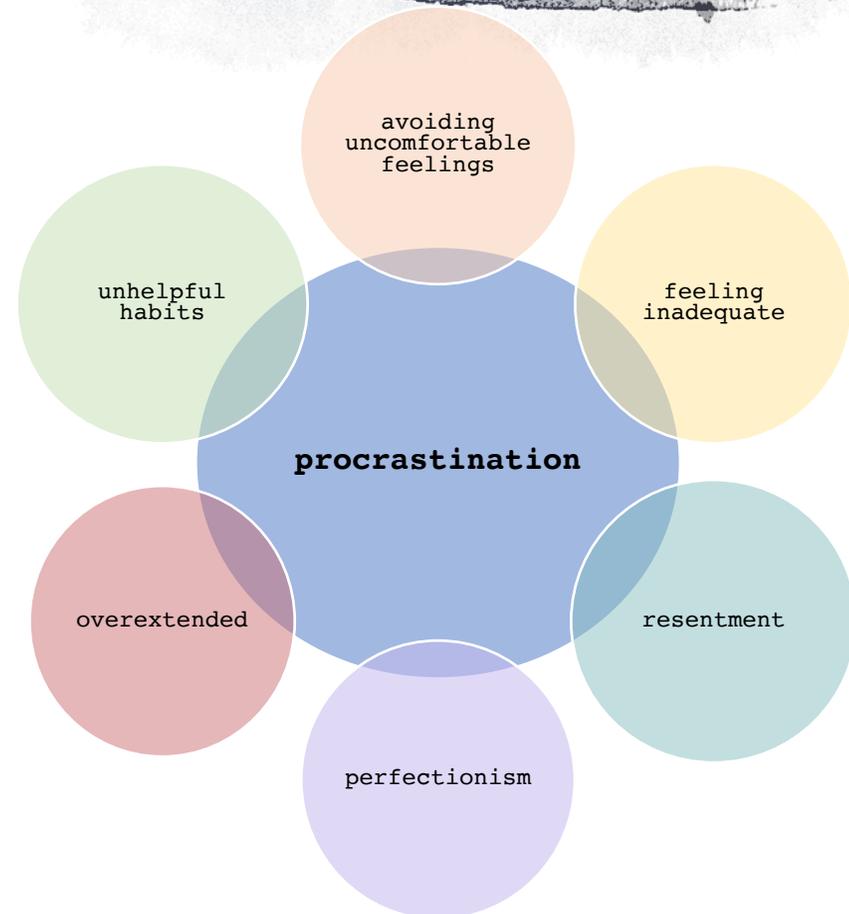
I don't feel like it

I'm not in the mood

... we may never *want* to do a certain task or feel "in the mood"

... procrastination

- Try to find out why. Procrastination is an emotion focused coping strategy.
- It's not just about laziness or a lack of self-discipline. It's complicated!
- We think we will feel good when we don't do it, but we don't feel the same joy as when we accomplish something – this is hard to remember in the moment!



next steps

take a look at your current plan

- Do you have a comfortable work space?
- Do you have a schedule and routine?
- Are you making to-do lists and writing your responsibilities down?
- Are you setting a timer for uninterrupted work sessions?
- Have you taken a look at your behavior?
Attitude and motivation follow behaviors.



check-in with yourself

- How am I feeling?



- What I am avoiding? ...Am I avoiding?
 - Do I know why? (it's okay if you don't know)
- Am I feeling overwhelmed?
 - Remember to breathe (ie. 4 Square)
 - 5-4-3-2-1



5 SENSES GROUNDING TOOL



5 things you can see



4 things you can feel



3 things you can hear



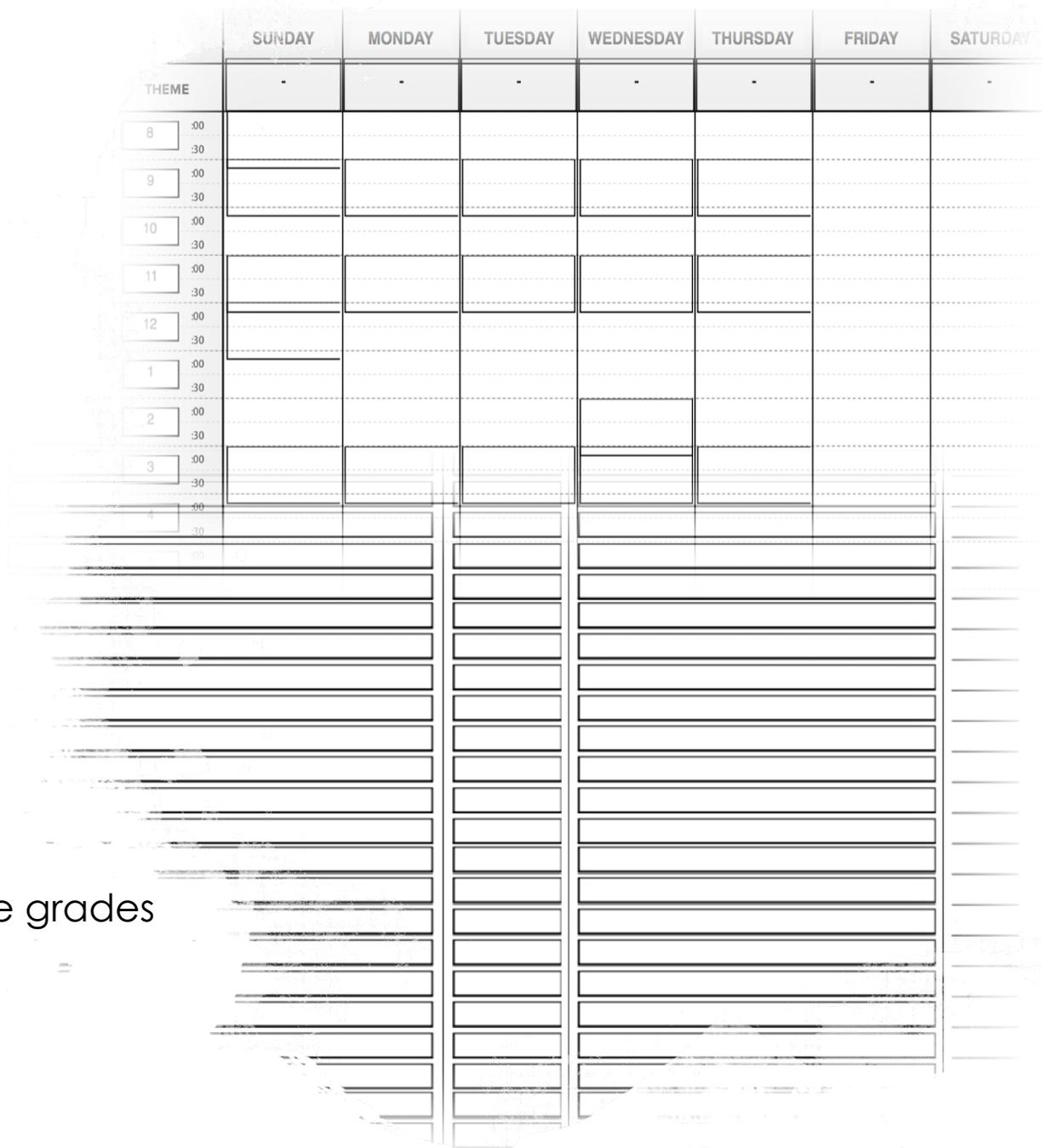
2 things you can smell



1 thing you can taste

ideas to get started

- Develop a schedule
- Break down large tasks
- Get started with easy projects to feel success
- Notice your accomplishments and reward yourself
- Identify tasks as being part of your value system
- Focus on the process of learning and your effort, not the grades
- Learn to let go of perfectionism



other ideas

**identify your
next action**

not the project, the action

other ideas

Create conditions for success. Be specific.

What When Where

set implementation intentions

Use Action Words

- Call
- Ask
- Email
- Fill out
- Upload
- Review
- Share
- Find
- Organize
- Follow-up

take care of yourself

1

Connect

2

Boundaries

3

Screen
Time

4

Exercise

5

Sleep

6

Gratitude



progress *not* perfection

Be kind to yourself. This is all new learning!