



Time Management

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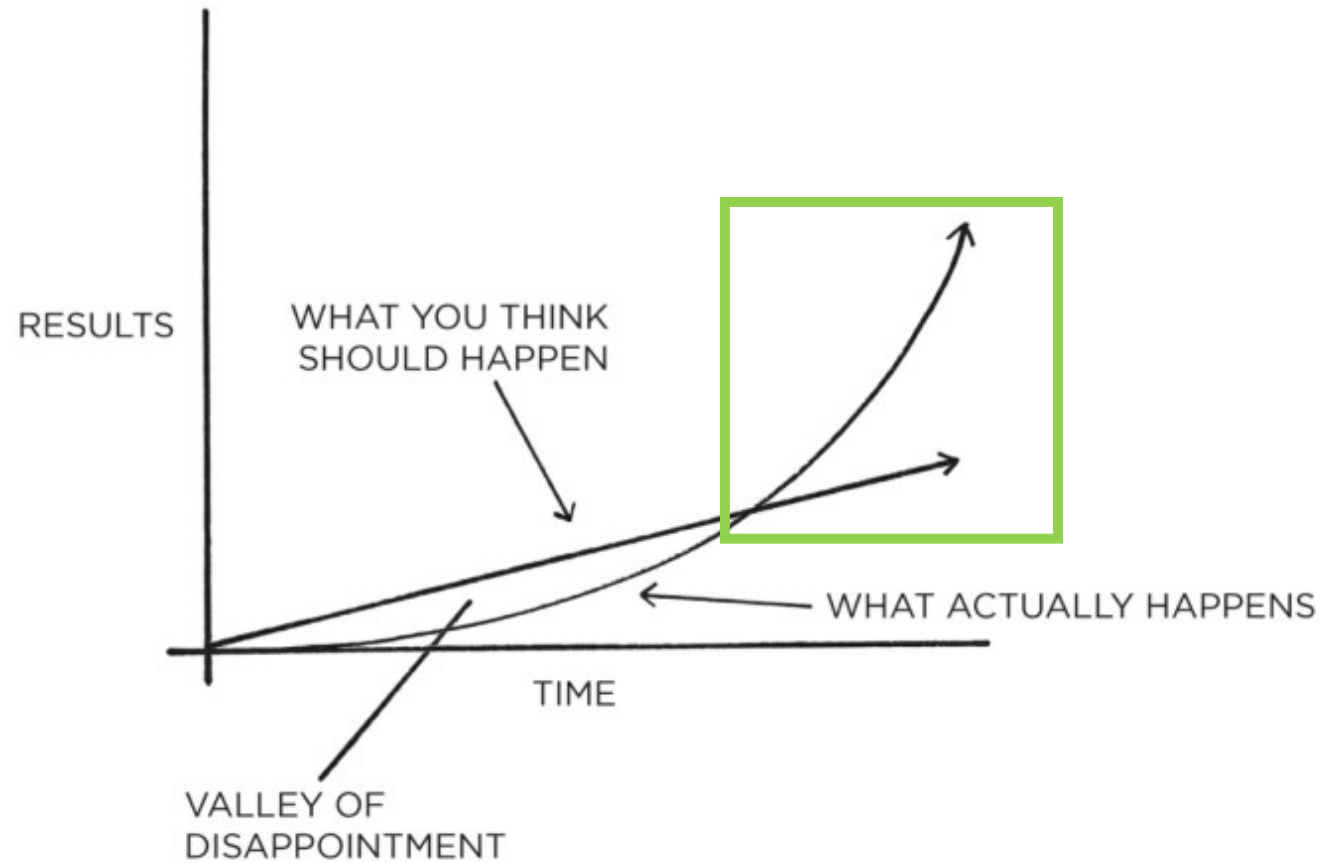


**What are your current
strategies?**

When / why do they fail?



THE PLATEAU OF LATENT POTENTIAL



THE INTERNATIONAL BESTSELLER



Tiny Changes,
Remarkable Results

Atomic Habits

An Easy & Proven Way
to Build Good Habits
& Break Bad Ones

OVER
1 MILLION
COPIES
SOLD

James Clear



The most effective way to change your habits is to focus not on what you want to achieve, but on who you wish to become.

Reflection

3 words to describe my
ideal self

3 words to describe my
ideal student org

What are the habits of
individuals or organizations
that share these attributes?

The Four Laws of Behavior Change

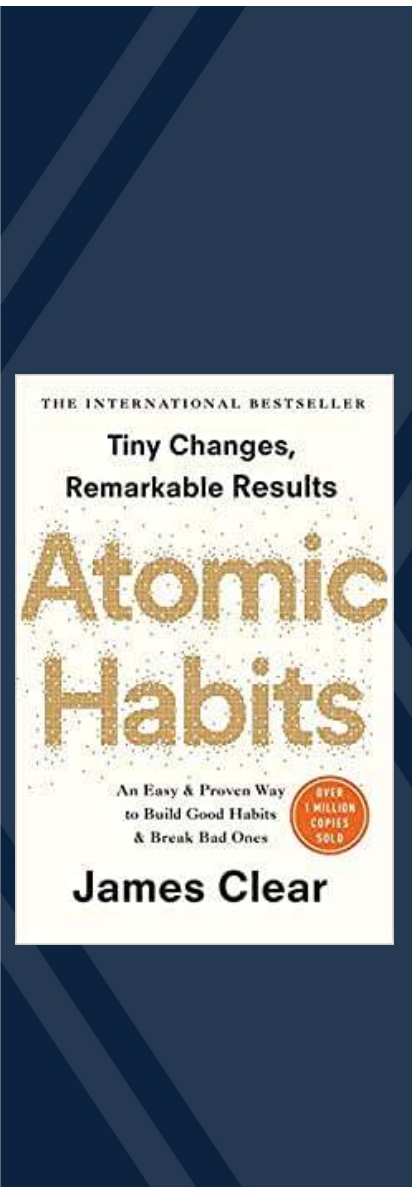
Make it Obvious

Make it Easy

Make it Attractive

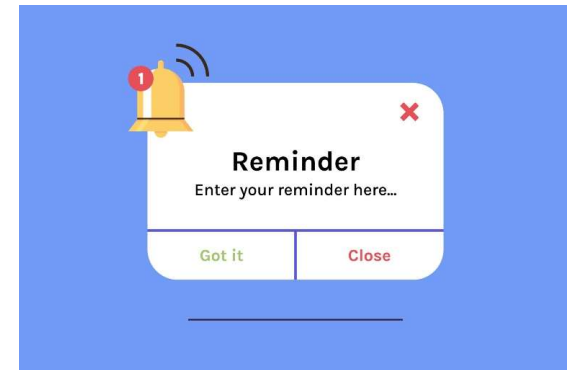
Make it Satisfying

Awareness of your current habits will support the creation of new ones!



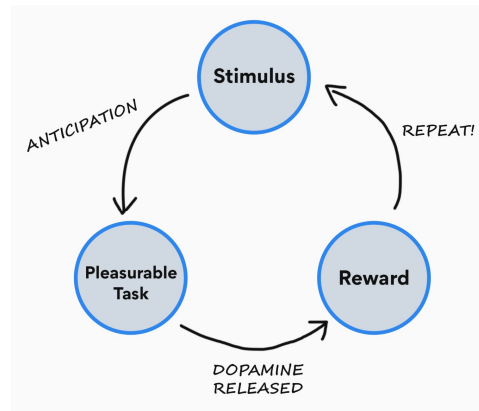
Make it Obvious

- Is there a physical cue that can serve to remind you?
- How can you eliminate or prepare for hurdles slowing your progress?



Make it Attractive

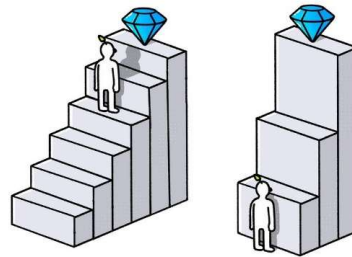
- **Temptation Bundling:** Can you pair something you *want* to do with something you *have* to do?
 - Call a friend on your way to work
 - Listen to music while you study
- Can you lean on others for collaboration or support?



Make it Easy

- **Habit Stacking:** Can you stack existing habits with new?
 - After I study, I will create tomorrow's to-do list.
- Are there tasks involved that take less than 5 minutes?
- Is there already day you can devote?

BREAK DOWN YOUR GOALS INTO
SMALL STEPS



Make it Satisfying

- What is immediately rewarded is repeated.
- How can you reward yourself?
- Can you visually track your progress?

My		Daily Movement			Habit Practice		
WEEK	SUN	MON	TUE & WED	THURS	FRI	SAT	
01	✓			✓	✓	✓	
02	✓	✓		✓	✓	✓	
03			✓	← Tattoo Recovery →		✓	
04	✓		✓	✓	✓	✓	
05	✓	✓	✓	✓	✓	✓	
06	✓	✓	✓	✓	✓	✓	
07	✓	✓	✓	✓	✓	✓	
08	✓	✓	✓	✓	✓	✓	
09		✓	✓	✓	✓	✓	
10		✓	✓	✓	✓	✓	
11	✓				✓	✓	

CREATE YOUR OWN 30-DAY CHALLENGE

Significant goals achieved are the result of small habits formed. When you make time for the things that matter, you are taking the first step to living a life you love with intention. What does intentional living look like for you?

30 DAY CHALLENGE IDEAS

MENTAL HEALTH <ul style="list-style-type: none"> • Meditation • Screen time • Nature • Affirmations • Sleep • Reading • Self-care 	CREATIVITY <ul style="list-style-type: none"> • Drawing • Journaling • Journal • Cooking • Knitting • Sewing • Gardening • Baking • Painting • Writing • Singing • Doodling • Pottery • Crafting • Gardening • Baking • Painting • Writing • Singing • Doodling • Pottery • Crafting
FINANCES <ul style="list-style-type: none"> • Saving • Budgeting • Investing • Donating • Recycling 	PHYSICAL HEALTH <ul style="list-style-type: none"> • Walking • Running • Yoga • Pilates • Strength training • Swimming • Cycling • Gardening • Baking • Painting • Writing • Singing • Doodling • Pottery • Crafting

30 DAY CHALLENGE
Set your intentions for this challenge:
One type of movement each day!

Day 1: Stretch 15 mins	Day 2: Walk outside for 10 mins	Day 3: Sit ups x 10	Day 4: Rest!	Day 5: Rest!
Day 6: Side lunges x 20	Day 7: Stretch 15 mins	Day 8: Jumping jacks	Day 9: Planks x 5	Day 10: Push ups x 15
Day 11: Squats x 20	Day 12: Yoga session w/ music	Day 13: Walk 10 mins out side	Day 14: Side lunges x 20	Day 15: Rest!
Day 16: 15 min runs out side	Day 17: Mountain Climber 20 x 10	Day 18: Rest!	Day 19: Jump rope!	Day 20: Rest!
Day 21: Jumping jacks x 20	Day 22: Walk 10 mins out side	Day 23: Side lunges x 20	Day 24: Go on a run for 15 mins	Day 25: Well done!
Day 26: Yoga session w/ music	Day 27: Frisbee w/ Sam	Day 28: Push ups x 10	Day 29: Rest!	Day 30: Well done!

END OF CHALLENGE REFLECTION
I feel like I have more energy throughout the day! It gives me a lot of motivation!

Time Management Resources

- [Free Download PDFs | Passion Planner](#)



- [Habit Tracking Guide | James Clear](#)





**Manage your Life.
Manage your Time.
Manage your Habits.
Manage your Decisions.**