

LEBANON COUNTY  
**CAREER AND  
TECHNOLOGY**  
C • E • N • T • E • R

# Time Management

Lebanon County CTC School Counseling Office  
Mrs. Yingst and Mrs. Flowers

# What is Time Management?

- The act or process of planning and using strategies to control the amount of time spent on specific activities. The goal of this effort is to increase effectiveness, efficiency, and productivity.
- Good Time Management Skills equals academic success.



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**Why Does Good Time Management Matter?  
What kind of things deplete your time more than it should?**

# What are the benefits of utilizing Time Management?



Enjoy more time with Friends/Family, ability to participate in extra curricular activities and attend more events



Identify Strengths and Interests to set you up for college and career success



Create life long habits that can benefit you as an individual, but also a parent, employee etc.



Less stress



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- If you check Facebook, SnapChat, Texts, etc every 5-10 minutes in a typical day..

- How many times is that in one semester?

**•12,4000 Times!!!**



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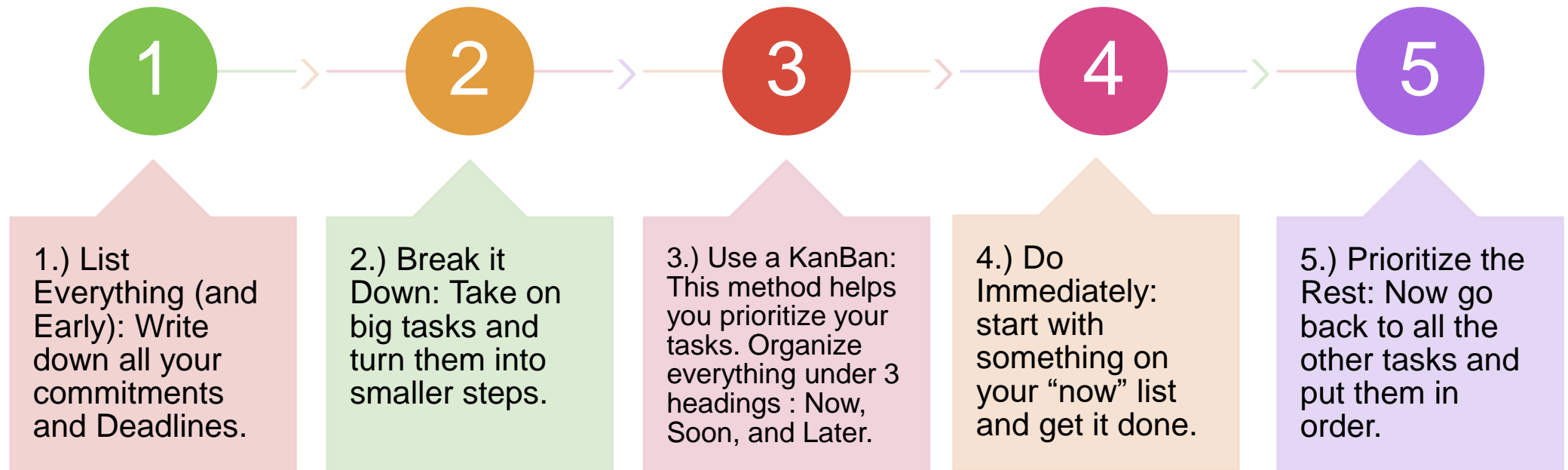


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# *Manage Time*

Create	Create a Daily Prioritized To Do List
Identify	Identify your productive time
Create	Create a dedicated Study Time & Study Space
Become	Become Task-Oriented Not Time- Oriented
Complete	Complete Tasks to the best of your ability

# Step by Step Planning is Key



**It can be challenging at times, but stay positive, ask for help, get creative so you can reach your goals and stay on track. Remember to seek out your School Counselors, Teachers, Parents, etc. if you need help with staying organized.**