**Time Management Worksheet Key**

1. **Eat Breakfast** –get up in time to enjoy a healthy breakfast. If you allowyourself to sleep to the very last minute you will end up rushing to get ready and possibly skip breakfast.
   1. Rushing to get to class also causes unwanted stress by causing you to drive fast to avoid being late.
   2. Attending the academy is already stressful, it is important to get enough sleep and be prepared each day.
2. **Determine your top priorities** –ask yourself, “If I could only do one thingtoday, what would it be?”
   1. Prioritize your list according to importance, not how easily a task can be completed.
   2. Give yourself credit for the things you accomplish during the day instead of getting frustrated about what you did not get done.
3. **Get organized** –it is frustrating and time consuming to look for lost ormisplaced items.
   1. Arrange a specific place for files and tools and put them back after using them.
   2. Create a filing system to avoid paperwork pileup.
   3. Use color coding to make items easier to find.
   4. Don’t save everything you think you might need some day. Clutter makes it more difficult to find what you really need.
4. **Conquer procrastination** –the longer you procrastinate, the more time youwaste worrying about it.
   1. Break big jobs into smaller tasks
   2. If it’s not important to you, either delegate it or let it go. Don’t be swallowed up by guilt.
5. **Learn to say no**–some people have a difficult time saying noto friends and co-workers, yet if you spend all your time catering to others, you’ll have none left for yourself. Be ready to compromise when it comes to your partner or family. Don’t neglect them; family support is very important to stress management.
6. **Protect your prime time** –during the time you chose to do yourpriority work, eliminate all distractions and make the most of your time.
7. **Weekends** are for you–proper relaxation is a must for keepingthe level of stress in our lives down. Not getting the necessary time to restore our energy can lead to physical and mental fatigue.
   1. Try to keep up essential household chores throughout the week so they don’t stack up for the weekend.
   2. Don’t sweat the small stuff; do the things that are important and let the rest go. Concentrate on your top priorities.
   3. If you do weekend chores, get an early start so the rest of the weekend is free to enjoy.