

ENGAGE. EMPOWER. LEAD.

QUALITIES OF A GREAT LEADER: TIME-MANAGEMENT

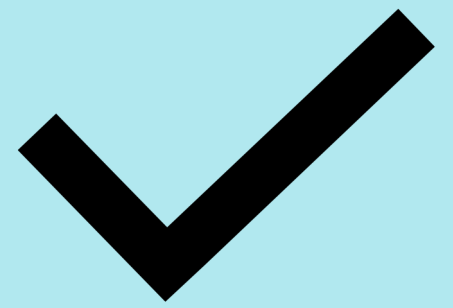
Time-management. /'taɪm ,mæn.ɪdʒ.mənt/

1. the practice of using the time that you have available in a useful and effective way, especially in your work

SHOULD YOU SET CLEAR WORK-HOME BOUNDARIES?

Five tips for striking the right balance between your job, school, and personal life:

- Clearly communicate your preferences
- Use tools and technology in a way that matches your preferences
- Manage your time
- Manage your physical workspace
- Research your organization's culture



27 TIME MANAGEMENT TIPS TO WORK LESS AND PLAY MORE

“How can I be more successful at managing my time? You only need to apply one powerful concept: conscious time management.



With these 27 time management tips, you can plan, execute and manage your day and achieve massive success!”

INSIDE THE MIND OF A MASTER PROCRASTINATOR

“Tim Urban knows that procrastination doesn't make sense, but he's never been able to shake his habit of waiting until the last minute to get things done. In this hilarious and insightful talk, Urban takes us on a journey through YouTube binges, Wikipedia rabbit holes and bouts of staring out the window – and encourages us to think harder about what we're really procrastinating on, before we run out of time.”

