

Time Management, Task Management, and Resource Management Skills

Time Management

- Time management is the process of planning and exercising conscious control over the amount of time spent on specific activities - especially to increase effectiveness, efficiency or productivity.
- Students who don't have control over their time end up letting tasks sit until the last minute (**EX. Studying**) and then they feel a lot of stress when they try to play catch up. If you've let too many tasks sit, you might miss deadlines or be unprepared for assignments.

Benefits of Good Time Management Skills

- Less Stress
- Less Rework
- Get More Done
- More Free Time
- Less Wasted Time
- Also could lead to promotions at work and better grades at school.

How Can You Manage My Time Better

- Eliminate bad distractions. Get rid of anything that distracts you and allows you to procrastinate from your work.
- Be focused at the task at hand.
- Use a calendar.
- Use a checklist.
- Get organized.
- Schedule rewards (Healthy distractions).
- Get a good night's sleep.

Task Management

- Task management is the process of managing an assignment or project through its life cycle.
- Task management involves planning, testing, tracking, and reporting.
- Task management can help either individual achieve goals, or groups of individuals collaborate and share knowledge for the accomplishment of collective goals.

Task Management Tips

- Be prepared for anything and everything. Always.
- Always plan ahead as well as build in extra time.
- Organize the best way to complete this task.
- Break a big task into smaller pieces.
- Focus on one task at a time.
- Do not avoid the challenge part of the task.
- Be dedicated to the completion of this task.

Resource Management

- Resource management is the efficient and effective development of an organization's resources when they are needed.
- Resource management is using all your personal resources and the resources available to you to complete a task.
- There are always resources that someone can use, you just have to train yourself to recognize the resources around you.

Types of Resources

- Your knowledge: That's why education and school is so important.
- Other People.
- Books and other readings.
- Videos and images.
- The internet.
- Your life experiences.
- Improving your knowledge.

Resource Management Tips

- Know what you are trying to achieve. This will help you assess and gather all the necessary resources you will need to complete that task. **(Ex. Book Report)**
- Get other people viewpoints: This can help you develop new ideas and allow you to see possibilities that you did not see before. **(Ex. Picking the best anything).**

Effective Management

1. Important and Urgent: Must attend to
2. Important and Not Urgent: Can use preventive or delaying measures
3. Urgent and Not Important: Are important to us, i.e., watching a special show
4. Not Important and Not Urgent: Don't have to do

Personal Growth

- Personal Growth is the enhancement of all aspects of the person, the feelings the person has about himself or herself, and their effectiveness in living.
- Personal growth is a vital part in a person's development, maturity, success and happiness. It is the foundation of emotional, physical, intellectual, and spiritual health.
- Personal growth does involve things you learn in school.

Evaluating Workers Performance

- Performance Evaluation is a constructive process to acknowledge the performance of a non-probationary career employee. An employee's evaluation shall be sufficiently specific to inform and guide the employee in the performance of her/his duties.
- All employees goes through a worker's evaluation. This will determine if you are capable of doing your job, need improvement in your job, or sometimes result in losing your job.