# Time Management For Success Visual Tools and Strategies

This workbook was created especially for the 90-minute Time Management breakout session for

The Oregon Resource Association NW Conference on Disability Services

October 27-29, 2020

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Based on the concepts in the Seeing My Time® Program by Marydee Sklar

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For more information about brain-based time management, organization, planning & mindfulness visit TheTimeProfessionals.com

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# Time Management Skills

Check In	
What are my time management challenges?	

3.19.19-TM

# Practical Support for Your Brain

### Self-Assessment

Rate yourself on a scale of 0 to 3. 0 means you never do it. 3 means you always do it.

Eat Well I plan my meals so that I eat well and when I need to.	Exercise  I plan at least three spaces in my week for exercise.
I go to bed at a routine time and sleep for about eight hours. (Naps don't count.)	Restorative time  I plan time to do things that refresh me.

12.27.18-TM

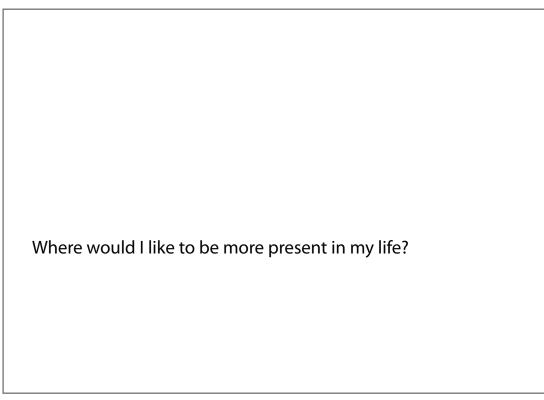
# Executive Functions: Brain Skills that Help You Get Things Done

Rate your brain

Emotional Control  M	Metacognition:		Goal-Directed Persistence:	
			Mental Flexibility:	
Task Initiation:	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Sustained Attention:	
Planning & Prioritization:	أكريك		Dosponso Inhibition	
Working Memory:			Response Inhibition:	
	',	1. Organization of	your language:	
1. Time Management (how you use your time):	2. Organization of your "stuff":			
2. Time Management (your internal clock):				

<sup>1.</sup> Adapted from Dawson and Guare, Executive Skills in Children and Adolescents 2010 ©Marydee Sklar 2010. Adapted with permission from The Seeing My Time® Workbook

## Metacognition & Mindfulness Increase self-awareness by being present



12.19.18-TM

Supports all executive function skills

Mindfulness is simply being aware of what is happpening right now without wishing it were different.

~ James Baraz

## Tools for Time Management

Analog clocks	Digital timers		
	I procrastinate when I have to		
Where do I get lost in time?			
	It's hard for me to focus when		
Sustained Attention	Task Initiation/Sustained Attention		

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# Strategies for Time Management A Truth of Time:

(3)

## **Check Out**

What new tool or strategy will I use immediately?

11.28.18-TM

If you want to remember, remember to repeat. ~John Medina

## Resources

### Take the Brain Skills Quiz

TheTimeProfessionals.com

### View the online video library

GoBrainGo.com

#### **Books:**

#### **Brain Rules** (John Medina)

This funny, easy-to-read book consists of twelve "rules" about how the brain works. Learn about the science behind these rules as well as how to get the most out of your brain at work and at home.

#### **Smart but Scattered Guide to Success** (Dawson and Guare)

With over 30 years of clinical practice, Drs. Dawson and Guare have written a number of books about the role of executive function skills in our lives. This beautifully laid-out book will give you a great understanding about the brain skills that drive what we do and how we do it.

#### Websites:

#### TheTimeProfessionals.com/resources

Check out the list of resources on our website! There are all kinds of tools and classes that will support effective time management, organization, planning and mindfulness. You may also download PDFs for your daily and weekly planning.

#### PalouseMindfulness.com

A free online course in the techniques for Mindfulness Based Stress Reduction (MBSR) as created by Jon Kabat-Zinn of University of Massachusetts Medical School. This site includes links to online articles, meditation practices, YouTube videos, etc...