

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

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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
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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.

☐

Sleep

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 Functions¹:

Brain Skills that Help You Get Things Done

Rate your brain

Emotional Control

Metacognition:

Goal-Directed Persistence:

Mental Flexibility:

Sustained Attention:

Response Inhibition:

Task Initiation:

Planning & Prioritization:

Working Memory:



1. Time Management (how you use your time):

1. Organization of your language:

2. Time Management (your internal clock):

2. Organization of your "stuff":

1. Adapted from Dawson and Guare, Executive Skills in Children and Adolescents 2010
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4.3.20-TM

Metacognition & Mindfulness

Increase self-awareness by being present

Where would I like to be more present in my life?

12.19.18-TM

☒ Supports all executive function skills

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

~ James Baraz

Tools for Time Management

Analog clocks

Where do I get lost in time?



Sustained Attention

Digital timers

I procrastinate when I have to...

It's hard for me to focus when...



Task Initiation/Sustained Attention

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Strategies for Time Management

A Truth of Time:

1

2

3

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Sustained Attention, Response Inhibition, Working Memory, Task Initiation

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...