Time Management For Success Visual Tools and Strategies I (90 minute course)

By Mary Ellen Baker

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

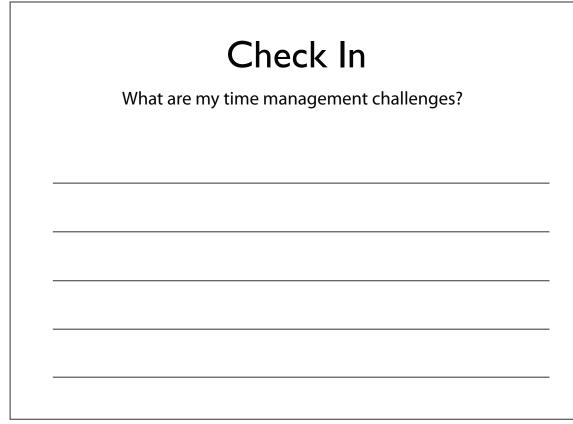
If found, please return to:

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

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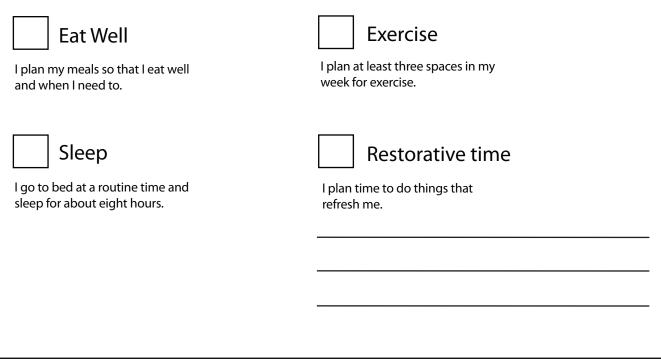
Time Management Skills



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.



2.11.21-TM

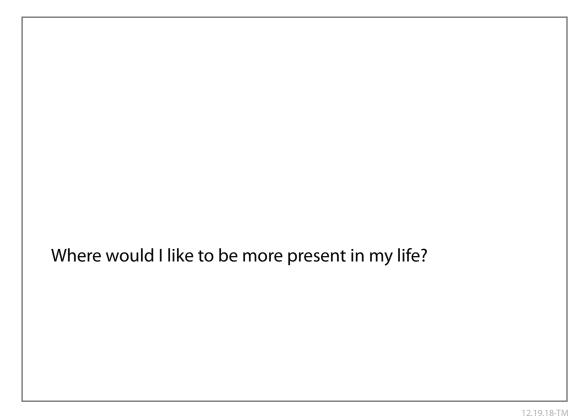
Executive Functions¹: Brain Skills that Help You Get Things Done

Rate your brain

Emotional Control Metac	Goal-Directed Persistence:
	Mental Flexibility:
Task Initiation:	Sustained Attention:
Planning & Prioritization:	-15/
Vorking 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):	

1. Adapted from Dawson and Guare, Executive Skills in Children and Adolescents 2010 ©Marydee Sklar 2010. Adapted with permission from The Seeing My Time® Workbook 4.3.20-TM

Metacognition & Mindfulness Increase self-awareness by being present



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

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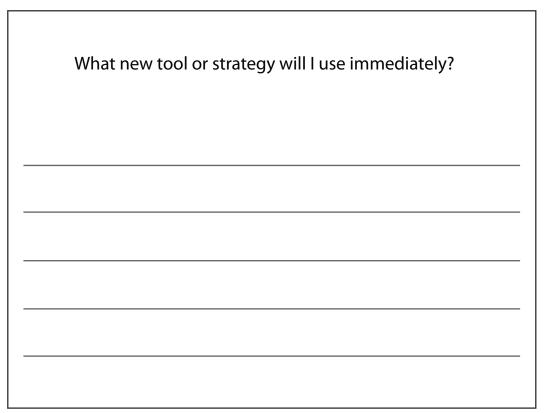
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Strategies for Time Management A Truth of Time:



6

Check Out



11.28.18-TM

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

Resources

Brain Skills Quiz

Do you know anyone who would benefit from understanding their brain skills? This 10 minute quiz will give anyone a fresh perspective on how their brain works.

TheTimeProfessionals.com/take-the-quiz

What brain skill is holding you back?

When you know how your brain is wired, you have a road map to get around the hurdles in your life. Support your skills, and you'll be unstoppable! Check out our library of brain-based videos.

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 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...