

BLAKE SIMON & ASSOCIATES PRESENTS



THE TRANSITION

ACADEMIC PLAN

TIME
MANAGEMENT



TIME MANAGEMENT

PRIORITIZE, ORGANIZE, & DON'T PROCRASTINATE

Prioritize academic, personal, and additional responsibilities.



Utilize **calendar** and additional resources.



Avoid **Procrastination** (habits like being slow or late).

SYLLABUS

CLASS CALENDARS

The **syllabus** is an academic document that details information about each course and defines the expectations and responsibilities of the course.



PHASE VII EXERCISE

Complete Time Management Worksheet and reflect.