



# Leadership 101: Communication, Decision Making, and Time Management

*Dave Kelly | America's Student Leadership Trainer<sup>sm</sup>*

## Effective Communication

Be a good \_\_\_\_\_.

1. Listening is not \_\_\_\_\_ for your turn to \_\_\_\_\_.
2. What people \_\_\_\_\_ is important to them and needs to be important to you.
3. Improve your listening skills by \_\_\_\_\_ on what you are hearing and being \_\_\_\_\_ in what they are saying.

## Decision Making

1. \_\_\_\_\_ the problem, issue, or opportunity.
2. What \_\_\_\_\_ are available to help with this situation?
3. Are there any \_\_\_\_\_?
4. What are the \_\_\_\_\_ and/or \_\_\_\_\_?
5. Select the best \_\_\_\_\_.
6. \_\_\_\_\_ the best solution.

## Making the Most of Your 24/7: Time Management

1. Maximize your \_\_\_\_\_!
2. Enemy of priorities: \_\_\_\_\_. What distractions do you have?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_ your \_\_\_\_\_ to  
\_\_\_\_\_ your \_\_\_\_\_

4. \_\_\_\_\_ your time, for study, work, and \_\_\_\_\_.
5. Divide your \_\_\_\_\_ into \_\_\_\_\_ short-range \_\_\_\_\_.
6. Plan your day the \_\_\_\_\_.
7. How do you \_\_\_\_\_ an \_\_\_\_\_? One \_\_\_\_\_ at a \_\_\_\_\_!

**The Grading Method**

<input type="checkbox"/>	Task	Grade	Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Organize or Agonize**

<p><b>High Importance/ High Urgency</b></p> <p><i>Do first</i></p>	<p><b>High Importance/ Low Urgency</b></p> <p><i>Set deadlines for completion; work into daily routine</i></p>
<p><b>Low Importance/ High Urgency</b></p> <p><i>Find ways to get done quickly</i></p>	<p><b>Low Importance/ Low Urgency</b></p> <p><i>Usually busy or repetitious work</i></p>

**Go back to the top of page two after this activity is completed**