



Making the Most of Your 24/7: Using Time to Your Advantage

RCCD College Corps Fellows

Leadership Skills Training | September 8, 2023

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1. What would be on your business card?

2. Maximize your _____.
 - a. Work on that which is _____
 - b. Do the _____ thing first
3. Workspace: _____ to _____
4. Enemy of priorities: _____.
What distractions do you have in your life?

5. _____ your _____ to _____ your _____. You are expected to complete 12-15 service hours per week (450 per academic year). Budget those hours like a _____.
6. You are in _____ of your _____.
7. _____ through to a _____.
8. _____ your time for study, work, and _____.
Before your start to study, engage in programs, work on College Corps Fellows initiatives, or play take a piece of _____ and write down everything that is on your mind that is _____ of what you are about to do. Put it in a safe place; this is your _____ list or thought page.
9. Divide your work into _____ short-range _____.
10. Plan your day the _____.

As the adage says:

How do you eat an _____?

One _____ at a _____!

The Grading Method

| ⊕ | Task | Grade | Completed |
|-----|------|-------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Organize or Agonize

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