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## Making the Most of Your 24/7: Using Time Effectively

North Country Community College

Emerging Leader Video Series

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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 \_\_\_\_\_.

6. You are in \_\_\_\_\_ of your \_\_\_\_\_.

7. \_\_\_\_\_ through to a  
\_\_\_\_\_.

8. \_\_\_\_\_ your time for study, work, and \_\_\_\_\_.

Before you start to study, engage in programs, 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><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>