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**Managing Time**

Your ability to manage your time is an essential skill for your success in meeting expectations and accomplishing your work as a leader.

**In this module, you will:**

1. Reflect on how you manage your time
2. Explore and apply techniques and tools to manage your time
3. Practice flexibility and problem-solving in your time management

| **Topic** | **Description** |
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| **Lesson 1: Thinking About My Time*** First step of managing time – reflecting on how you spend your time
 | Think about how you spend your time now and how you would like to change it to allow time for new things or goals you would like to do and achieve. |
| **Lesson 2: Scheduling My Time*** Second step of managing time – scheduling your days and weeks
 | Review tools and techniques for managing time and then apply those skills to your schedule. |
| **Lesson 3: Managing and Adjusting My Time*** Third step of managing time- managing and adjusting your schedule
 | Practice flexibility and problem-solving when unexpected events come up during the week. |

**Delivery methods:**

1. The **independent activities** are designed for athletes to do on their own or with support. They can also be utilized as part of a series facilitated by the Program.
2. The **discussion guide** is to assist staff in facilitating a discussion via webinar. It is a follow up to the independent activities that athletes complete on their own. It will give staff and athletes time to discuss the activities and expand on their topics. The **PowerPoint slides** are to be used as a visual during the discussion.

**Resources:**

* Independent activities
	+ Thinking About My Time
	+ Scheduling My Time
	+ Managing and Adjusting My Time
* Discussion Guide for Independent Activities
* PowerPoint slides