

LESSON PLAN

Time Management

DISCUSSION POINT

- I. Presentation
 - A. What is Time Management?
 1. Time is indefinite continuous duration regarded as that in which events succeed one another with a relationship of past, present, and future.
 2. Management is the act or manner of handling, controlling, or directing.
 3. Time management is the art of handling, directing, or controlling events in sequence.
 - B. Goal Setting:
 1. By setting daily goals and objectives, you will give priority to the activities that provide the benefits, rewards, and/or progress you want.
 2. Criteria to be considered
 - a. Goals must be realistic and measurable.
 - b. They must be your own personal goals.
 - c. They must be stated positively and in the present.

RELATED INSTRUCTOR ACTIVITY

Ref: NAVEDTRA 12047, Military Requirements for Chief Petty Officer

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- d. They must be attainable.
- e. They must be fun.
- f. They must have a start and end time (with out a time frame the goal is only a good intention).

C. The ABC's of Time Management:

- 1. A – The highest that includes important and urgent tasks that must be done immediately.
- 2. B – Priority items that must get done soon.
- 3. C – less important tasks that are not urgent and can be done at your leisure.

D. Prioritizing Task / Time:

- 1. Avoid getting into fire-fighting mode.
- 2. Last assignment is not necessarily the most important.
- 3. Be clear when giving out assignments by letting others know the priority importance.
- 4. Do not get side tracked by low priority issues and waste time and energy with very little payoff.

RELATED INSTRUCTOR ACTIVITY

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5. Do it before it becomes urgent.
6. Tasks evaluation:
 - a. What needs to be done?
 - b. What are the priorities?
 - c. Who should do it?
 - d. How long will it take?
 - e. When should it be done?
 - f. Look at end results for each activity.

E. Recruiting Priorities include:

1. New Contract Objective (NCO)
2. Prospecting
3. Processing
4. Admin
5. Quality of life

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F. Tips:

1. Take time for physical fitness (it will give you more energy).
2. Develop a Positive Mental Attitude (did you know 5-minutes of negative thinking takes the body 24 to recover - what a waste of time).
3. Next time you are discouraged, do not stop. You can use the time in the darkness to increase your knowledge, then your progress will come faster and more certain.
4. If you do not have the talent you want, then use the talent you have. Focus on what you can do rather than what you can't.
5. Focus on your responsibilities rather than your rights.