

Time Management

Time Management from Dr. Stephen R. Covey

Video Length: 7:11

Video Description: Dr. Stephen R. Covey explains his **Habit 3: Put First Things First**. A tried and true process of carrying out your routines in understanding how to stay focused on the big picture; your long-term goals. Learn how to balance your life and increase your productivity.

Learn about his Three-Step Process

1. Review mission and roles.
2. Choose big rocks.
3. Schedule the week.

Dr. Stephen R. Covey is the Author of *The 7 Habits of Highly Effective People*

<https://www.franklincovey.com/the-7-habits/habit-3.html>

5 Tips for Time Management

Video Length: 5:13

Video description: Check out these tips and click the link below to see what works best for you.

1. Make specific calendar
2. Synch with your phone
3. Look through syllabus

4. Use a paper planner
5. Get a semester long planner

<https://www.youtube.com/watch?v=6MoL3uCepPg>

Managing Your Time

Video Length: 4:20

Video Description: Being a successful college student starts with managing your time. Watch this video and reflect on how these tools will work for you. Let these factors guide you when it comes to prioritizing your time.

1. Time
2. Place
3. Routine

<https://www.youtube.com/watch?v=Gr1NEIpxb-s>