



## Better late than never?

As we have more unscheduled time than ever, how can we use our time wisely?



Check out this TED Talk on procrastination

WATCH: [ted.com/talks/tim\\_urban\\_inside\\_the\\_mind\\_of\\_a\\_master\\_procrastinator](https://ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator)



1. What is something you can do to get back on track when you start procrastinating?
2. What deadlines can you set to help give more structure to your days or weeks?

## Some tips to help prioritize



### Time Management Tips

READ: [vpul.upenn.edu/lrc/tr/PDF/procrastination%20\(W\).pdf](http://vpul.upenn.edu/lrc/tr/PDF/procrastination%20(W).pdf)



### Time Management Strategies

READ: [roosevelt.ucsd.edu/\\_files/academics/resources/time-management-strategies.pdf](http://roosevelt.ucsd.edu/_files/academics/resources/time-management-strategies.pdf)



### Look into the Eisenhower Matrix

CHECK OUT: [eisenhower.me/eisenhower-matrix/](http://eisenhower.me/eisenhower-matrix/)

### The Eisenhower Decision Matrix

|               | Urgent                                    | Not Urgent                                |
|---------------|-------------------------------------------|-------------------------------------------|
| Important     | <b>Do</b><br>Do it now.                   | <b>Decide</b><br>Schedule a time to do it |
| Not Important | <b>Delegate</b><br>Who can do it for you? | <b>Delete</b><br>Eliminate it             |

**Students!** Answering our questions? Using our strategies? Share them with us at [discovery@worldstrides.com](mailto:discovery@worldstrides.com).