

**Orientation and Industry Awareness**



**Attitudes and Behaviors**

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*Value on Display.  
EVERY DAY.*

**Time Management**

- At work
- In our personal lives

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*Value on Display.  
EVERY DAY.*

**Benefits of Time Management**

- Stress reduction
- Tasks completed
- Job success
- Self determination
- Balanced life

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**NABTU** *Value on Display. EVERY DAY.*

**Reasons for Procrastination**

- External motivation
- Fear
- Inadequacy
- Other priorities

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**Moving Beyond Procrastination**

- Internal motivation
- Facing fear
- Deciding to learn
- Reordering priorities

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**Everyday Time Management**

- Be on time
- Use calendars
- Stick to a routine
- Work smarter

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**Planning your work**

- Sequence of tasks
- The big picture
- Materials, tools, and equipment
- Amounts, measures, and settings
- Personnel
- Safety issues
- Potential complications

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EVERY DAY.

**Conclusion**

- Is time management something you already practice?
- How?

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