



## **Section A, Part 7: Time Management**

### **National Student Council**

### **Distinguished Student Leaders**

### **Worksheet (7 of 13)**

#### **Knowledge Builders**

These are key concepts, terms, and processes for which you will be expected to demonstrate an understanding of or the ability to use or apply appropriately as a leader.

Take notes here, then provide no more than one paragraph per item in your portfolio to explain each of the following:

Portfolio

Label

- A7.1 Identify 6 common strategies to better manage your time. Tell which strategy works best for you and why.
- A7.2 Identify 10 strategies to improve personal organization.
- A7.3 Identify the general signs of stress.
- A7.4 Explain 5 strategies that can be used to deal with stress.

#### **Demonstration of Skills and Knowledge**

You will demonstrate your knowledge of these items for your adviser and include no more than one paragraph per item in your portfolio for each of the following:

Portfolio

Label

- A7.5 Using the 10 strategies to improve personal organization, create a plan that incorporates at least 3 strategies. Use the plan for at least 2 weeks, then evaluate whether or not your plan helped. Summarize your observations and suggest what you need to do to improve your plan.
- A7.6 Create a personal calendar with a "To Do" of your activities covering at least 2 weeks. Explain how you used the calendar and evaluate to what extent it helped you organize your time.
- A7.7 Complete a Stress Test inventory. Summarize your reaction to the results and explain what you do to reduce your own stress.