



Section A, Part 7: Time Management & Personal Organization

**National Student Council
Distinguished Student Leaders
Activity Sign-Off Forms (7 of 13)**

Knowledge Builders:

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| 7.1 Identify 6 strategies to better manage your time. | Completed Date: _____ |
| 7.2 Identify 10 strategies to improve personal organization. | Completed Date: _____ |
| 7.3 Identify the general signs of stress. | Completed Date: _____ |
| 7.4 Explain 5 strategies that can be used to deal with stress. | Completed Date: _____ |

Demonstration of Skills and Knowledge:

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| 7.5 Create a plan that incorporates at least 3 strategies to improve your personal organization. | Completed Date: _____ |
| 7.6 Create a personal calendar with a daily "To Do" list that covers a period of two weeks. | Completed Date: _____ |
| 7.7 Complete a Stress Test Inventory. Summarize your reaction to the results and explain what you do to reduce your own stress. | Completed Date: _____ |

Adviser Initials and Date: _____