Time Management Session Agenda

1. Welcome (5 minutes)
   ✶ Walk-through Agenda
   ✶ Review session goals

2. Ice Breaker/Introductions (15 minutes)
   ✶ Rocks, Pebbles, Sand (Handout 5)

3. Theoretical Background (10)
   ✶ Pass out the *Time Management Matrix* (Handout 1) and walk through the four quadrants of Stephen Covey’s theory. You can reference these quadrants throughout the other activities in the program.

4. Activity/ies (30 minutes)
   ✶ 168 Hours (Handout 2-2.1)
   ✶ Group Wellness Wheel (Handout 3-3.1)
   ✶ Just Say No! (Handout 4)