



## **Time Management Session Agenda**

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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)

