

## **Peak Performance**

### **Chapter 3 - Managing Your Time**

#### **I. Self-Assessment**

- A. Where Does Your Time Go?
- B. Where Should Your Time Go?

#### **II. Setting Priorities**

- A. The First Weeks of College
- B. Time-Management Strategies
- C. Time-Management and Learning Style

#### **III. The Management Process**

- A. Planning
- B. Organizing
- C. Staffing
- D. Delegating
- E. Directing and Motivating
- F. Evaluating

#### **IV. Managing College and Career Like a Pro**

#### **V. Assessing and Reflection**

#### **VI. Overcoming Procrastination**

#### **VII. Controlling Interruptions**

- A. Strategies for Controlling Interruptions

#### **VIII. Juggling Family, School, and Job**

- A. The Returning Student
- B. Balancing Your Life