Setting goals is an important first step toward achieving success, but managing time and completing the tasks needed to reach those goals is a critical second step. Time is a valuable personal resource—when we gain greater control of it, we gain greater control of our lives.

**Chapter 4**of [*Thriving at Trident*](https://tridentu.sharepoint.com/%3Ab%3A/g/Ea2pmZBSyCRDpyeBb4NFS6QBgTORoZ4KpuY-eN3iigO3fw?e=erknQj) supplies a comprehensive set of strategies for managing time, establishing priorities, combating procrastination, and completing tasks.

3-page reflection paper on time Management skills and how you can go about improving them. Review the strategies recommended for preventing and overcoming procrastination on pp. 78-80 from **Chapter 4**of [*Thriving at Trident*](https://tridentu.sharepoint.com/%3Ab%3A/g/Ea2pmZBSyCRDpyeBb4NFS6QBgTORoZ4KpuY-eN3iigO3fw?e=erknQj). **Use at least two strategies from the chapter and at least one strategy from an additional source of your choice.**

1. An **Introductory** paragraph (what the paper will be about and provide the three time management strategies that will be covered)
2. A **Supporting Body** (a paragraph with personal examples for each time management strategy; 2 strategies from [*Thriving at Trident*](https://tridentu.sharepoint.com/%3Ab%3A/g/Ea2pmZBSyCRDpyeBb4NFS6QBgTORoZ4KpuY-eN3iigO3fw?e=erknQj) and 1 external web source) There should be in-text citations for the three strategies and the sources listed on the Reference List page.
3. A **Conclusion** paragraph that recaps.
4. There will be a **TOTAL of at least 5 paragraphs.**
5. Each of the paragraphs should be 4 or 5 sentences in length.
6. Create a **Reference List** **(i.e., Thriving at Trident and at least one additional source of your choice.**

Youtube video SImple time management https://www.youtube.com/watch?v=jBfhefEWd-c