

TIME MANAGEMENT SKILLS

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graph TD; A((TIME MANAGEMENT SKILLS)) --> B((Prioritizing. There's always more to do than time, so we have to prioritize)); A --> C((Self-discipline. Learning and practicing self-discipline is a life-long process.)); A --> D((Planning and scheduling. It saves time and boosts productivity)); A --> E((Using free time smartly. There's time to relax but you need to be productive with your free time too)); A --> F((Learn to say No. Set your boundaries and respect your time and plans)); A --> G((Delegating and outsourcing. Allow yourself to delegate the work that's not a top priority)); A --> H((Goal setting. You can't reach a destination if you don't know where you're going));
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Prioritizing. There's always more to do than time, so we have to prioritize

Self-discipline. Learning and practicing self-discipline is a life-long process.

Planning and scheduling. It saves time and boosts productivity

Using free time smartly. There's time to relax but you need to be productive with your free time too

Learn to say No. Set your boundaries and respect your time and plans

Delegating and outsourcing. Allow yourself to delegate the work that's not a top priority

Goal setting. You can't reach a destination if you don't know where you're going

Time Management Skills Training Manual

Thomas Griffiths



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Internship, Practicum, and Field Placement Handbook Brian N. Baird,2015-07-14 The Internship Practicum and Field Placement Handbook Seventh Edition is a practical guide to the real world knowledge and skills that students need when they begin working in the field of mental health This text guides interns through every

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