

# Life Skills Workshop Review

## TOPICS COVERED: TIME MANAGEMENT & DECISION MAKING

### OVERVIEW:

#### • TIME MANAGEMENT:

- HAVE YOU APPLIED ANY SKILLS SINCE LAST YEAR? FINDING OUT/ SHARING WHAT WORKS FOR YOU & WHAT DOESN'T
- COMBATING PROCRASTINATION

#### • DECISION MAKING:

- HOW WOULD YOU DESCRIBE YOUR DECISION MAKING SKILLS?
- WHAT ARE SMART GOALS?
- FINDING STRATEGIES THAT WORK BEST FOR INDIVIDUAL PERSONALITIES

DO YOU HAVE ANY TIME MANAGEMENT OR DECISION MAKING SKILLS YOU USE CURRENTLY? DO YOU HAVE SKILLS YOU WANT TO TRY?

### UTILIZE YOUR SUPPORT SYSTEMS:

WHEN THINGS IN YOUR LIFE BEGIN TO FEEL OVERWHELMING, WHETHER THEY ARE OBLIGATIONS, RESPONSIBILITIES, OR SIMPLY PERSONAL PRIORITIES, TURN TO SOMEONE YOU TRUST!

COMMUNICATING NEEDS & TRANSPARENCY WITH DIFFERENT PEOPLE IN YOUR LIFE LIKE FAMILY/ CAREGIVERS, TEACHERS, COACHES, FRIENDS, ETC. MAY BE ABLE TO PROVIDE YOU WITH MORE SUPPORT THAN YOU MAY BELIEVE. YOU DON'T HAVE TO DO IT ALL ON YOUR OWN!

### BARRIERS TO PRODUCTIVITY:

#### • PEER PRESSURE:

SOMETIMES MAKING A PLAN DOES NOT ALWAYS GUARANTEE SUCCESS. SOMETIMES THINGS MAY COME UP & DERAIL YOUR PLAN, & IT MAY BE PEER PRESSURE. THIS MAY CONFUSE YOUR PRIORITIES & CAUSE YOU TO MAKE DECISIONS OR SPEND TIME IN A WAY YOU HADN'T INTENDED.

BEING CONFIDENT IN YOUR OWN BELIEFS & VALUES IN THESE SITUATIONS CAN HELP YOU NAVIGATE OR RESIST PEER PRESSURE.

ACCEPTING INFLUENCE IS NOT THE SAME AS PEER PRESSURE. PEER PRESSURE MAY FEEL COMPROMISING IN SOME WAY WHEREAS ACCEPTING INFLUENCE IS BEING OPEN TO THE THOUGHTS & OPINIONS OF THOSE YOU TRUST.

#### • PROCRASTINATION:

COUNTERACT THE URGE TO PROCRASTINATE WITH:

1. SELF COMPASSION

- LEND YOURSELF GRACE FOR PAST TIMES YOU MAY HAVE PROCRASTINATED & FREE YOURSELF FROM SHAME

2. CULTIVATE CURIOSITY

- CONSIDER WHY YOU MAY BE PROCRASTINATING, WHAT FACTORS ARE INVOLVED?

3. CONSIDER NEXT ACTION

4. MAKE YOUR TEMPTATIONS MORE INCONVENIENT
5. BUILD-IN REWARDS!

#### • DECISION PARALYSIS:

DECISION PARALYSIS OCCURS WHEN YOU'RE FACED WITH A SITUATION WHERE YOU HAVE TO CHOOSE BETWEEN MULTIPLE OPTIONS, YOU MAY BECOME SO FOCUSED ON ANALYZING AND COMPARING THEM THAT YOU ARE UNABLE TO MAKE A CHOICE. MANY THINGS CAN CAUSE THIS! COMPLETING TASKS IN SMALLER BITS CAN HELP OVERCOME THIS.

# APPLICATION INTO ACTION:

## • TIME MANAGEMENT

- FEELING ANXIOUS OR OVERWHELMED BY CERTAIN RESPONSIBILITIES OR OBLIGATIONS? OPPORTUNITIES PASSING YOU BY DUE TO DECISION PARALYSIS? OVERBOOKED? TRY DIFFERENT TIME MANAGEMENT TECHNIQUES UNTIL YOU FIND ONE THAT WORKS FOR YOU.
- MAKE A CHECKLIST- YOU CAN WORK THROUGH IT IN ORDER OF PRIORITY, YOU MAY START WITH LESS TIME CONSUMING ITEMS TO MORE TIME CONSUMING ITEMS OR VICE VERSA.
  - TRANSFERRING YOUR LIST OF TO-DOS OUT OF YOUR HEAD & ONTO A WRITTEN OR DIGITAL CALENDAR CAN HELP YOU FIND A GOOD STARTING PLACE
- PLAN AHEAD- BUILD IN CHECK IN POINTS FOR YOURSELF BY:
  - SEMESTER
  - MONTHLY
  - WEEKLY
  - DAILY
- BUILD ACCOUNTABILITY
  - SELF ADVOCACY
  - 3 R'S
- ORGANIZE WHAT YOU HAVE ON YOUR PLATE. YOU MAY IN THE FOLLOWING WAYS:
  - BY SUBJECT, SECTOR, PRIORITY, EFFORT REQUIRED, ETC.
- IDENTIFY YOUR DISTRACTIONS & HOW TO BEST MINIMIZE THEM
- USE BREAKS PROACTIVELY

## • DECISION MAKING

- STRATEGIES:
  - PRO/CON LISTS MAY HELP YOU MAKE THE BEST DECISION FOR YOU OR HELP SORT YOUR PRIORITIES
  - CIRCLE OF CONTROL
- COPING WITH CONSEQUENCES:
  - FORGIVE YOURSELF WHEN YOU MAKE CHOICES OUTSIDE OF YOUR VALUES.
  - ACCEPTING RESPONSIBILITY FOR YOUR ACTIONS
  - LEARNING FROM MISTAKES
  - UNDERSTANDING THAT CHOICES HAVE OUTCOMES, WHETHER POSITIVE OR NEGATIVE
- EVALUATE YOUR VALUES
  - AM I MAKING DECISIONS I AM PROUD OF?
  - AM I MAKING DECISIONS THAT MAKE ME FEEL GOOD ABOUT MYSELF & MAKE OTHERS AROUND ME FEEL GOOD?
  - AM I ACTING IN MY BEST INTEREST?
  - AM I BUILDING MY INTEGRITY THROUGH MY DECISIONS?