

Time Management Workshop

TIME MANAGEMENT WORKSHOP FOR COLLEGE STUDENTS



HAVING
TROUBLE
GETTING
ORGANIZED?

•
WANT TO
LEARN HOW TO
BE MORE
PRODUCTIVE IN
COLLEGE?

What we
will cover:

- ❖ Goals Setting
- ❖ How to Prioritize your time
- ❖ Time is your critical resources
- ❖ Getting organized/Delegation
- ❖ Stop Procrastinating!
- ❖ Scheduling your Success

Thursday, January 28th 10 am – 11 am

[Zoom Link](#)

Presented by: Clara Ross, Counselor, Career Services

Sponsored by: The Re-Entry Resource Program

Reasonable accommodations and/or alternate formats of this document are available upon request. Please contact Career Services at (562) 860-2451, ext. 2356 or 2366 or email us at student-employment@cerritos.edu a minimum of 7 school days in advance.