

# 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, September 17<sup>th</sup> 11am – 12pm**

**[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](mailto:student-employment@cerritos.edu) a minimum of 7 school days in advance.