

# **Time Management: Tips and Tricks**

# Introductions

Host: Madiha Khursheed

Co-Host: Clément Devaux

School: Western Sierra Collegiate Academy

Grades: Seniors.....Our last conference :(

# Credentials...

- Executive School President
- Class President and taken Leadership courses through school (3 years)
- Varsity and Club athlete for softball
- School's Chair for the Principal Student Forum
- Officer/President of 6 clubs
- Miss California's Junior Teen



The background of the slide is a dense, repeating pattern of stylized tropical leaves. The leaves are in various shades of brown, tan, and light green, creating a lush, jungle-like aesthetic. The pattern is centered around a white rectangular area that contains the text.

1.

# Tips and Tricks

-From an overachiever who strives to participate in every club  
her school offers

# Tip #1

## KEEP A PLANNER

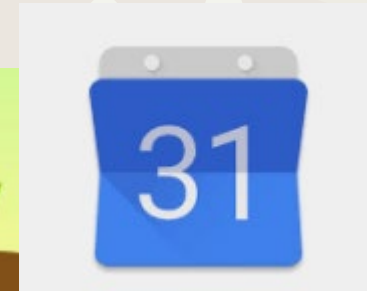
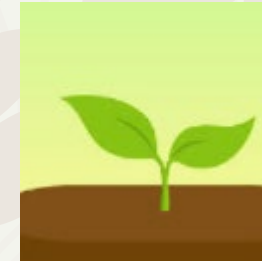
- **Keep Track of Projects**
- **Plan Ahead/ Backwards Planning**
- **Peace of mind when crossing things off**





## Tip #2

- Apps such as “Focus Keeper” and “Flora” will keep you off your phone
- The app “Remind” will send you notifications for time sensitive matters
- “Google Calendar” automates Google classroom assignments into a calendar with times.



## Tip# 3

- Chunk out your time
- I have 30 minutes to do math vs. I need to complete english, math, spanish and plan for my CSF meeting.
- Make it realistic



# USE YOUR TEAM

- Deviate tasks and set realistic goals
- Set an agenda for each CSF and post meeting minutes for absent members
- Set a rough timeline





# Take Breaks...

- YOU ARE HUMAN
- Pushing yourself past your breaking point does not produce quality work
- Balance between taking a break and procrastinating





# **BRAIN BREAK**

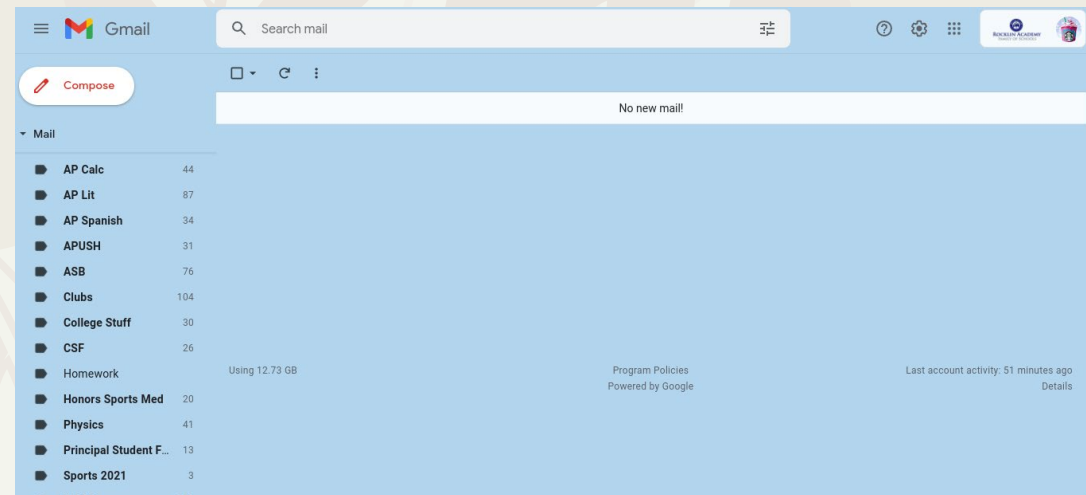


# Koalas are even more lazy than cats.

Koalas don't have much energy and, when not feasting on leaves, they spend their time dozing in the branches. Believe it or not, they can sleep for up to 18 hours a day!

# Organize Your Email

- No More than 10 unread emails
- Focus on good grammar
- Have labels to organize your email
- Have an email signature





# Resources

- <https://www.amazon.com/Habits-Highly-Effective-Teens-Miniature/dp/076241474X>
- [https://www.amazon.com/Dare-Lead-Brave-Conversations-Hearts/dp/0399592520/ref=sr\\_1\\_1?keywords=dare+to+lead&qid=1644529291&s=books&sr=1-1](https://www.amazon.com/Dare-Lead-Brave-Conversations-Hearts/dp/0399592520/ref=sr_1_1?keywords=dare+to+lead&qid=1644529291&s=books&sr=1-1)
- <https://www.youtube.com/watch?v=oTugjssqOT0>
- <https://www.youtube.com/watch?v=8zTAdLHHKT4>

# Contact!

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# Thank You!

## Q & A

— Irene M. Pepperberg