WHAT DO I NEED TO DO TO BE SUCCESSFUL???
TYPES OF TIME

- PREDICTABLE

- DISCRETIONARY (UNCOMMITTED)

- OTHER-IMPOSED 
  (UNPREDICTABLE)
TIME MGMT. IS A SYSTEM OF:

1. Learning to assign priorities to the tasks you wish to accomplish.
2. Maximizing discretionary time by minimizing predictable time and other imposed time.
3. Planning the use of discretionary time.
4. Learning to be more efficient.
THE KEY TO BEING AN EFFICIENT TIME MANAGER....

IS LEARNING TO MAXIMIZE DISCRETIONARY TIME!
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