



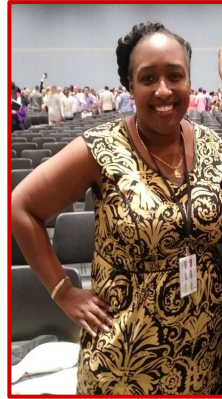
Welcome

The VMCCA Student Services Team

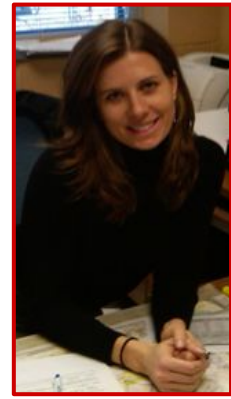
Counseling



Mrs. DeCecco
Last Names A-L



Mrs. McGee
Last Names M-Z



Mrs. Taylor
Dean of Students
(Habla español)

Meet Your VMCCA Student Services Team

Intervention



Mrs. Cole
*Intervention Coordinator/
Special Populations Coordinator*



Mrs. Rainey
School Psychologist

It's About Time!



It's about time....

- To be back together with other VMCAA students and staff!
- To learn again in person!
- To learn to manage our time wisely!



Time Management = Success

Time management refers to the development of processes and tools that increase efficiency and productivity (for a student, for a business, for an organization).

- Time management doesn't "just happen" for anyone – it is a skill that must be worked on, and that most people find to be a life-long challenge.

Time management:

- Get the most out of your education,
- Be better prepared for the demands of your life...therefore decreases anxiety,
- Prioritize tasks based on importance, and
- Become a more productive, successful person.

The Juggling Act



School work

Jobs

Volunteer work

Co-curricular activities

Community activities

Family responsibilities

Social life

Warning Signs



- Handing in work late
- Submitting work that is not up to your usual standard
- Forgetting commitments
- Finding that you often don't have enough time to complete a task
- Having to let go of activities you enjoy because of a lack of time or low grades
- Making excuses for why work is not done
- Asking teachers for extensions regularly on submitting your work
- Your grades don't reflect your ability

Time Management Survey



1. Do you estimate how many hours you will need to study each week?
2. Do you meet assignment deadlines?
3. Do you begin working on semester long projects early in the semester?
4. Do you write a daily "to do" list?
5. Do you prevent social activities/media from interfering with your study time?

Con't.

6. Do you have a job that requires fewer than 10 hours a week?
7. Do you set specific goals for each study period?
8. Do you begin your study time with your most difficult assignment?
9. Do you complete most of your studying during your most productive hours each day?
10. Do you think of being a full-time student as you would a full-time job?

Your Score

When you have answered all questions, count your number of “yeses” to determine your Time Management Survey score.

If you have a high total score (above 7 is great), this indicates that you are using effective time management techniques.

If your total score is low (below 5), it may be helpful to learn some time management techniques.



Jar of Life

Important Tasks	Necessary Task	Other Stuff
Time with family/friends	Homework	Social Media

Jar of Life



Make the Most of Every Minute (Dollar)

Imagine there is a bank account that credits your account each morning with \$86,400. It carries over no balance from day to day. Every evening the bank deletes whatever part of the balance you failed to use during the day. What would you do?

Draw out every cent, of course?



Why Do We Procrastinate?

- Fear the outcome
- Feeling overwhelmed
- Too many distractions
- Uncomfortable work environment
- Perfectionism
- Lack of motivation



Procrastination is the Enemy

While procrastinating may give immediate gratification because it delays working on an important (but sometimes undesirable) task, it also brings:

- Anxiety
- Reduced sleep
- Illness
- Lower grades
- Poorer quality of work
- Less learning as a result of being rushed
- A personal sense of disappointment



In the end, it hurts you more than it helps you!

Avoid Procrastination & Master Time Management

- Use an your VMCCA agenda and/or Calendar on your phone
 - Record due dates and extracurricular activities.
- Eliminate distractions
 - No phones-- take a break from Twitter, Instagram, Discord, etc.
- Set goals
 - Today I will finish...(# of pages/chunks of projects)
- Start working on assignments early and
 - Waiting until the night before may lead to disaster.
- Work on one thing at a time and take breaks in between tasks
 - Multitasking splits attention and decreases focus.
- Get 8-10 hours of sleep
 - Recharge your mind and have the energy needed to stay on track the next day.



If You Need More Help...

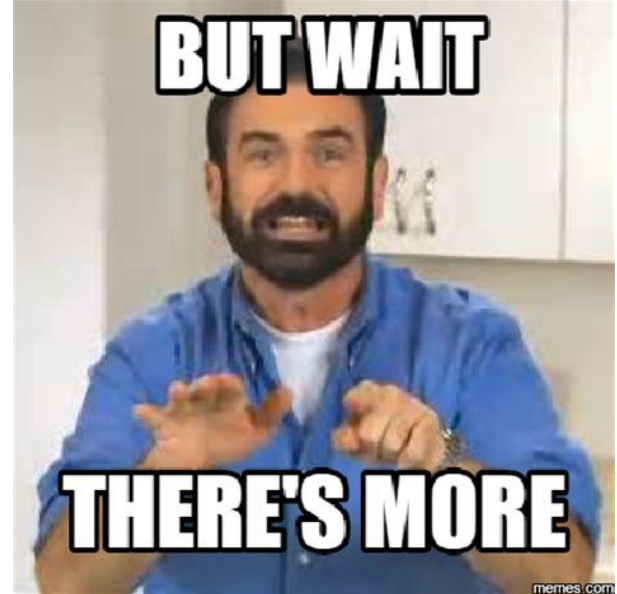


- Talk to your teachers about their suggestions on how to manage the workload in the class.
- Let your parents, friends, coaches etc. know how you are feeling – their support is important.
- Book an appointment with your counselor in Student Services to actually practice some of the time management techniques.
- If your mental or physical health is impeding your ability to manage your time effectively, see your family doctor.

Extension Activities

If you're interested in continuing to improve your time management skills, check out these other resources/activities:

- [Jar of Life](#)
- [Wheel of Productivity](#)
- [Circadian Rhythm Activity](#)



Questions?

