

connecting people to

POSSIBILITIES

OCtech Career Services

Workshop 03:

“From Busy to Effective: Time Management”



Objective:

Career learners will develop time management skills that enhance their academic performance, support career planning, and reduce stress—by learning how to order tasks, set achievable goals, and balance school, work, and personal responsibilities effectively.

“From Busy to Effective: Time Management”



Time Management

Time management is the ability to **use your time wisely and intentionally** to complete tasks, meet deadlines, and reach personal, academic, or career goals.

Essential Time Management Skills:

- Knowing what tasks are most important and urgent

Tools: Eisenhower Matrix, ABCD method

- Creating clear, measurable, and achievable goals

(SMART Goals)

- Breaking larger tasks into smaller steps
- Keeping workspaces and files in order - **upcoming workshop**
- Recognizing what distracts or drains your energy
- Using **calendars**, planners, or apps to map out time

“From Busy to Effective: Time Management”

Why use a calendar for time management?

Turns Intentions Into Action

- Writing tasks or events on a calendar increases follow-through.

It's the difference between "I'll do it sometime" and "I'll do it Tuesday at 10 AM."

Visualizes Your Time

- You can see where your time is going — meetings, study blocks, free time.
- Helps avoid overbooking or double-booking.

Supports Balance

- Helps schedule time for both work and rest (e.g., meals, self-care, exercise).

Encourages Focus

- When your calendar says, "Focus: Resume Writing – 3:00 to 3:45 PM," it acts like an appointment with yourself.
- You're more likely to stay on task during that block.

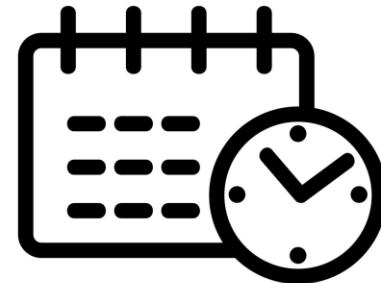
Helps Track Progress

- Reviewing your calendar shows what you accomplished and what needs adjustment.

“From Busy to Effective: Time Management”

Calendar Tools to Try:

- **Google Calendar** – Free, mobile/desktop sync, reminders
- **Outlook Calendar** – Common in workplaces
- **Notion/Click Up** – More visual and customizable
- **Paper Planner** – Works well for tactile learners



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Links:

<https://www.google.com/>

[https://outlook.office365.com
/calendar/view/workweek](https://outlook.office365.com/calendar/view/workweek)

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08:00

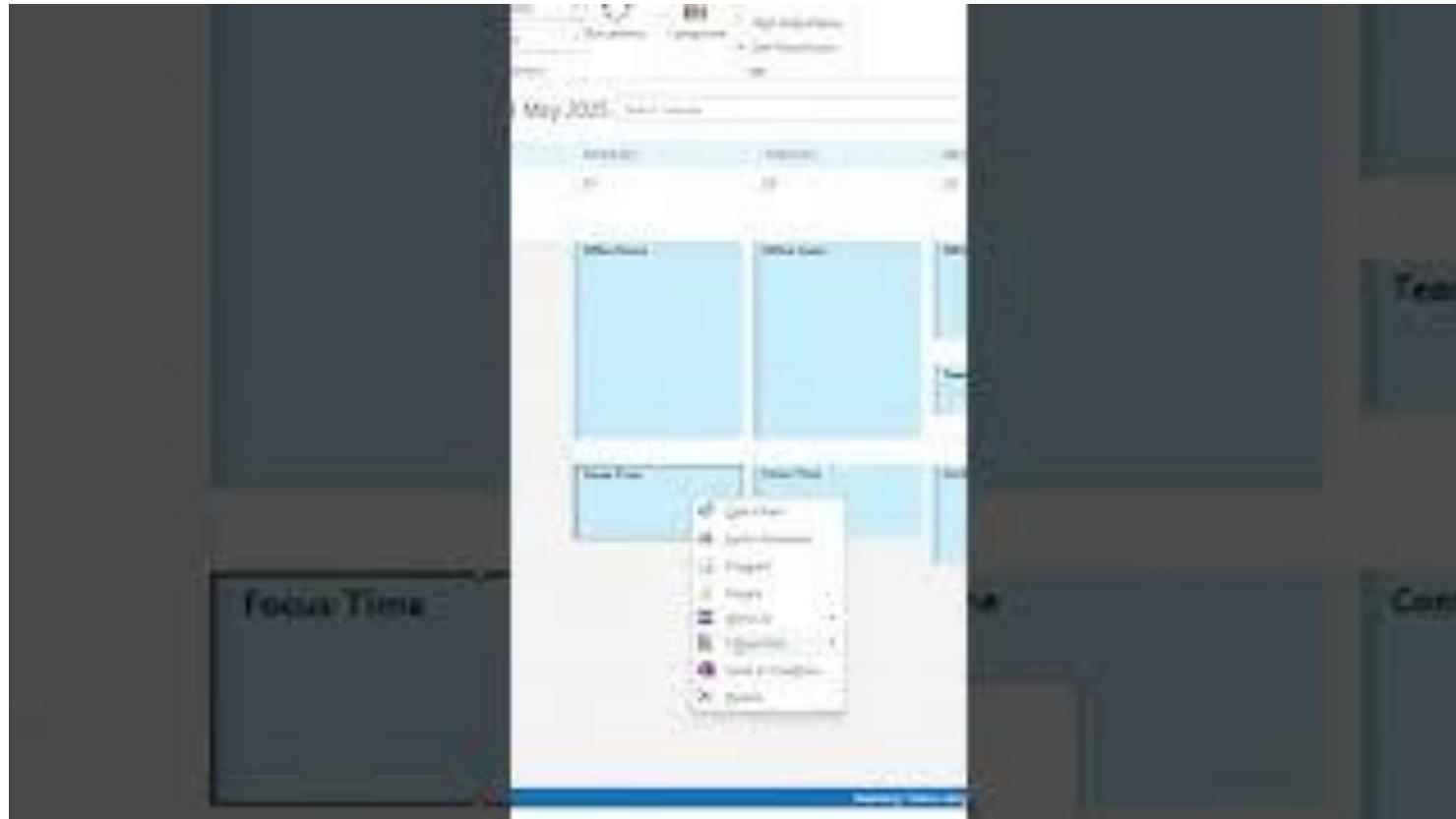
You Try It!

1. Log in to your device.
2. Open your Outlook Calendar.
1. **Create** a **new event** with the following details:
 - **Title:** Prepare for Workshop 03
 - **Time:** 10:00 A.M. – 10:30 A.M.
 - **Location:** Orangeburg-Calhoun Technical College Library
1. Click Save to add the event to your calendar.
1. Once you've completed the task, respond with a thumbs up!



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You Try It!

1. Open your Outlook Calendar.
2. **Click on “Categorize” and create four new categories with the following names:**

- **OCtech Career Service Events** – set the color to yellow
- **Class** – choose a different color
- **Work** – choose a different color
- **Sleep** – choose a different color

1. After creating the categories, return to your previously created event.
2. **Assign it the OCtech Career Service Events category (yellow).**
3. Once finished, give a thumbs up!

Student A: Jamal

- Jumps between tasks all day—scrolls job boards, starts an application, checks email, then studies
- Says “yes” to everything (clubs, side jobs, helping friends)
- Feels stressed and behind despite being “constantly doing something”

Student B: Maya

- Starts her week by blocking time for class, job search, and rest
- Applies to 2 jobs with tailored resumes instead of browsing endlessly
- Uses a to-do list based on her priorities

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Being Busy = doing a lot without a clear purpose or direction

Being Effective = doing the right things that move you closer to your **goals**

Setting goals gives you direction, motivation, and a clear way to measure progress.

You should set goals at the start of a new project, semester, job, or whenever you want to improve or achieve something.

SMART GOALS WORKSHEET					
GOAL <small>Be specific and concise. Include the measure and time frame.</small>		MY GOAL IS... <input checked="" type="checkbox"/>			
		Specific	S	Measurable	M
		Attainable	A	Relevant	R
		Time-bound	T	COMPLETION DATE	
				/	/
KEY STEPS <small>How will you achieve your goal? What are the milestones and key steps?</small>					
Description		Start Date	Complete Date	<input checked="" type="checkbox"/>	
MEASURE <small>Keep a log of your progress.</small>					
Date	Measure	Date	Measure	Date	Measure

[https://www.octech.edu
/student-
resources/career-
services/](https://www.octech.edu/student-resources/career-services/)

Unlocking Career Opportunities

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Workshop Credit:

To receive your certificate, you must complete the Career Services workshop assessment and score at least 70%.

<https://forms.office.com/r/rmzpM6tJ8C>

If you need further assistance, please feel free to contact me using the information below.

Thank you!



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