



# National Time Management Month

## Time Management is Life Management

Hello Falcons!

**“Lost Time is Never Found Again” – Ben Franklin**

February is National Time Management Month. Whether you want to get more done this year or not, everyone can benefit from enhancing their time management skills.

Here are some concrete steps you can take to ensure that you manage your time effectively and accomplish your goals.

- Categorize and prioritize tasks
- Create a schedule and stick to it
- Set aside time to take breaks
- Avoid distractions
- Ask for help when needed

To learn more, consider launching one of the recommended featured assets on the right.

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<https://daytonastate.percipio.com/>

For more information, contact Learning & Development at [ProDevo@DaytonaState.Edu](mailto:ProDevo@DaytonaState.Edu)

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