

### Virtual Workshop Proof of Participation Form: Time Management

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Name

WSU ID #

Date

In order to receive credit for completing this Virtual Workshop, please spend 30-45 minutes reviewing the Virtual Workshop PowerPoint. After doing so, complete this form by answering the following questions in detail. You do not have to complete the evaluation at the end of the virtual workshop power point. Return your form to the Learning Center, West Building 269 F. If you have questions, please contact the Learning Center at 372-7399. You will be notified by e-mail if your completion of this virtual workshop **does not** satisfy the criterion established. You may then redo the unacceptable section(s) of the workshop.

1. Please describe the challenges you are experience with time management and how to plan to overcome the challenges:
  
2. Describe the purpose of this workshop:
  
3. Why is time management different in college?
  
4. List three habits of effective time managers:
  
5. If someone has trouble with procrastination, how can they work on overcoming it?
  
6. List the four "Myths abut Goals":
  - a.
  - b.
  - c.
  - d.
  
7. Amongst the many time management and organizational tools listed, which do you hope to use in your quest to become a better time manager? Why

