

LeaderTIPS:

Tools, Ideas, and Possibilities for Success

FEBRUARY 2008

ISSUE FOUR:

TIME MANAGEMENT



"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Theresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein."

- H. Jackson Brown Jr.

INSIDE THIS ISSUE:

Prioritizing

Establishing Objectives

Leadership Week

Prioritize

One of the biggest obstacles to effectively managing your time is that it isn't always clear what exactly you should be working on. With commitments to school, work, clubs, athletics and friends, to name a few, the responsibilities and work can easily pile up and it is difficult to determine what to get started on first. That is why it is imperative to clearly prioritize your tasks. Some items may be more urgent than others, but less important. It is in decisions such as urgent vs. important that one can easily get bogged down or confused, that is why prioritizing is essential. Try to determine what value each of the tasks you face has and how it fits into your life and goals compared to the others. Considering these aspects before plunging into a pile of work will make you more effective and reduce stress.

Establish Objectives

Now that your priorities are laid out, it is critical to determine exactly what you need to accomplish for each task at hand. Establishing clear objectives will help you better understand how much time everything will require so that you can plan adequately. In order to get started and use your time effectively you need to lay out a plan for action. This will provide a starting point for the work as well as an indicator of how much progress you are making. Whether it is as simple as jotting down a few bullet points or as complex as a detailed multi-step outline, use the priorities you have worked out to accord each task the planning it demands. Once you have these objectives established, get to work! As you go, remember to check back and make sure you aren't spending too much time on something you determined isn't important.

LEGISLATIVE LOBBY DAY

This February 18th students have the opportunity to travel to the capitol in Olympia for a day.

There they will tour the state capitol, meet with legislators, and sit in on a legislative session. This is a can't miss opportunity to brush up on valuable leadership skills!

To attend, RSVP to lead@seattleu.edu by February 11.



SPECIAL POINTS OF INTEREST:

- *Want to eat lunch with a leader? Then sign up for the Lunches with Leader series. For more information on this unique opportunity visit: www.seattleu.edu/leadership. Or to sign up via email contact oxenhand@seattleu.edu.*
- *Let us help you! Order a Leadership Take-Out and one of our well-trained staff members will facilitate a workshop catered specifically to your group. Contact pegam-f@seattleu.edu for all of the details.*
- *Bravo! Leadership Development applauds you. We want to hear about someone you know who exemplifies what it means to be a leader. Go nominate them today at www.seattleu.edu/leadership*

Leadership Week

Have you been wondering how you can develop your skills as a leader? Find yourself not really sure of how or where to take that next step into leadership? The answer you are looking for can be found in the Leadership Week taking place this February 18th-22nd. Sponsored by Leadership Development, the week will be filled with workshops, a trip to the

capitol, panel discussions, competitions and more. For instance, check out our display going up on the library lawn for some quick tips on how to be a better leader. Or, put your skills to the test by submitting an essay on leadership (undergraduates) or competing in a case study (graduates). In addition to Leadership Development sponsored activities, there will also be events

co-hosted with other departments around campus. These are just a few examples of the many activities planned for Leadership Week, so get ready to learn some leadership skills! The week is not limited to "Leadership" activities either. Leadership comes in many forms and we encourage participation in all campus events throughout the week.

SU SPOTLIGHT:

The Black Student Union's **15th Annual Umoja Ball**



The Ball takes place **February 15th** from 6-10 PM in the **Campion Ballroom**. All are invited to attend.