Organization & Time Management

TO DO LIST:

1 →
2 →
3 →
4 →

Plan and prioritize tasks to get things done <u>on</u> <u>time</u>

UPDATE PLANNER

FREE TIME

HOME WORK

STUDY GROUP

Manage your <u>environment</u>, <u>resources</u>, and <u>time</u>

CCC College & Career Competency
FRAMEWORK
CCCFramework.org

initiative adaptability
perseverance assertiveness
self-regulation teamwork
self-efficacy empathy
self-care
self-awareness networking
social awareness
curiosity integrity conflict management
ethics communication
sustained attention (verbal, written, nonverbal)
creative thinking
goal setting organization
time management critical thinking
problem solving learning schema
content/technical

Intrapersonal Interpersonal

Cognitive