



Time Management Workbook for Students

Dr. Emily Schwartz

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"Everything I wish my students knew." This time management student workbook is the perfect high school or college teaching tool, and an essential resource for a savvy student looking to get ahead. Written by a college professor, the book is divided into three sections: Organization, Focus, and Motivation. Each section contains ten exercises designed to help students develop their systems of organization, tune out distractions, and maintain their motivation. Why did I write this book? Because I've been there. I've taught K-12, undergraduate, and masters students. I've also been a college student three times (bachelor's, master's, and Ph.D.) Through those experiences, I've fought some serious time management battles, and helped my students get through their own difficulties as well. This book is a culmination of everything I wish my students knew and everything I wish I had known before embarking on my academic career. Why is it different? Students love it because of the easy to understand Time Diet method. Everything you do is either a Meat (difficult), Vegetable (easy), or Dessert (fun). Creating a "balanced diet" of those tasks each day is the key. Teachers love it because the worksheets make it easy for students to apply these essential skills to their lives. This workbook is an outgrowth of the book "The Time Diet: Time Management for College Survival" and The Time Diet blog. Check out www.TheTimeDiet.org.

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