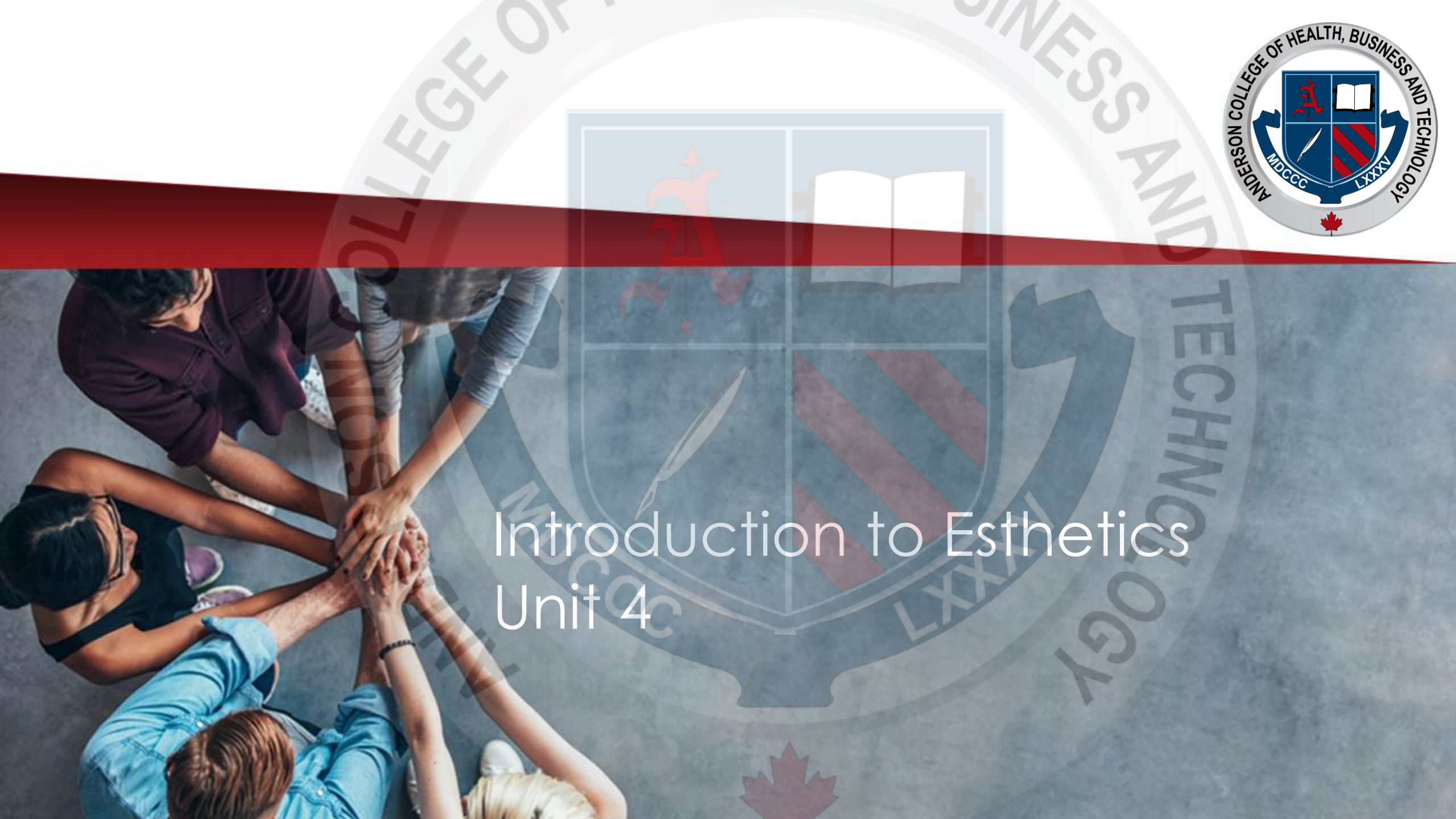


Introduction to Esthetics
Unit 4

Demonstrate Effective Time Management

PRIORITIZE!!

A prioritization technique for example, is the Eisenhower Decision Matrix or Urgent-Important Matrix, starts by organizing tasks into four quadrants, based on whether they are:

- Important
- Urgent
- Important and urgent
- Neither

As a five-star general during World War II and then President of the United States, Dwight D. Eisenhower was adept at making important decisions quickly and came up with this method to help him.

This approach helps you decide:

What to do now (important and urgent)

What you need to plan for (important but not urgent)

What you may be able to delegate (not important but urgent)

What you can possibly delete (not important and not urgent)

It is a great tool for prioritizing tasks, making decisions quickly, and staying organized.

Eisenhower Decision Matrix in action:

A colleague has just sent you an email asking for help with a sales presentation. This request is urgent because it has to be done today, but is it important enough (to you) to postpone other work?

Measure each of the tasks on your own daily list for importance and urgency to decide whether you can shift tasks to help your colleague, or if it needs to be deferred to later. Knowing your commitments also helps you say "no" when you need to

7 STEPS

in resolving problems



01 Identifiying the Problem

02 Defining Goals

03 Brainstorming solutions

04 Assessing Alternatives

05 Choosing the Solution

06 Active Execution

07 Evaluation

24alife

Walk away

- When facing difficult times, step back, deep breathe and allow oxygen to fill your lungs until you feel calm to deal with the situation
- For complex situations give yourself down time to find the solutions in a calm state of mind
- Going for a walk or a quick exercise can also help balance the mind



Plan in advanced

- Make daily, weekly, and monthly schedules that show exam times, study sessions, and any other regular commitments.
- Plan leisure time around these commitments rather than the other way around



- Identify times during the day when you are energetic and times when you want or need to relax. Plan your schedule accordingly.

- Reward yourself with a special treat or activity for work done well and efficient time management.

- Do not neglect physical activity. Remember that exercise and recreation stimulate clear thinking



01

Schedule at least one block of free time each day. This will be your hedge against events that happen unexpectedly, such as car trouble, childcare problems, helping a friend in need, or other unforeseen

02

Understand the value of to-do lists for the day and the week. These lists help prioritize tasks and activities, a key element to organizing time efficiently.

03

Make effective time management a habit.

After we covered this

- Read Page 14 of your books (5 min)
- Group discussion
- Why do you think time management is important ?



Learn for Success!

- Having a successful career as a beauty professional begins by employing key learning tools while you are in school



Commit yourself to do the following:

- Attend all classes.
- Arrive for class early.
- Have all necessary materials ready.
- Listen attentively to your instructor.
- Take notes.
- Highlight important points.
- Pay close attention during summary and review sessions.
- When something is not clear, ask for clarification. If you are still unsure, ask again for assistance.

Remember!



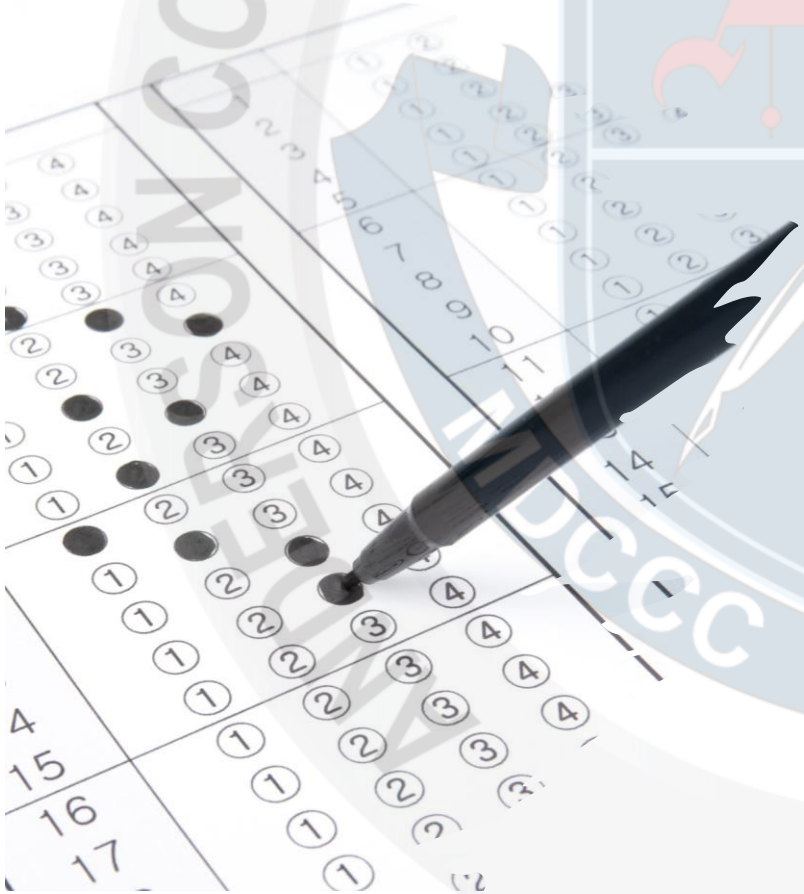
- Everyone learns in their own personal and unique ways. Your study skills should use those methods or tools that will help you absorb and retain new information. Learning about all of the study skills available will help you find what works best for you and make valuable use of your time.

Learning Keys



- Repetition
- Organization
- Mnemonics
- Word Associations
- Acronyms
- Songs or Rhymes

What type of learner are you ?



- Copy this page and do the quiz
- http://www.educationplanner.org/students/self-assessments/learning-styles-quiz.shtml

Activity Time

- Form groups with learners who have the same style as you
- Write down ideas that would help you learn
- Share this ideas with the rest of the class



For Homework



- Read Chapter 1 Life skills
- Complete the homework for the chapter
- Write down the obstacles that could impact your learning
- Write down the solutions
- Have a great Weekend!