**This is the fifth week at home.  It almost feels as if the time has flown by!  The feeling is a kind reminder on how this will pass, and we will be okay.**

**Currently, most of us are still working from home or continuing your education from home.  How is this going for you?  Do you find yourself struggling to do much, if any, classwork?  Are you excelling in the new learning/working environment?  Let us know!  We may be able to help you restructure your day and find inner motivation to finish out the semester or school year strong!  Remember:  WE cannot help you if we do not know!  Self-Advocacy in this time is especially important!**

**With that said, I would like to address the inevitable while we stay home and work on assignments and required reading:  *P r o c r a s t i n a t i o n !***

**Take a look at this TED Talk:**

[**https://www.ted.com/talks/tim\_urban\_inside\_the\_mind\_of\_a\_master\_procrastinator?language=en**](https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator?language=en)

**Activity 1:**

* **Write a reaction to the presentation.  Do you have a healthy relationship with deadlines?  What about the tasks you wish to do that do not have deadlines?**

**Now, watch this TED Talk about Time Management:**

[**https://ed.ted.com/lessons/UjvQ1VGV**](https://ed.ted.com/lessons/UjvQ1VGV)

**Activity 2:**

* **Write a reaction to the presentation.  Do you think that time is a choice?  Why or why not?**
* **Write a list of 5 to 6 goals you have for the year.  How will you reach these goals?**

**Activity 3:**

**Let’s take the two TED talks above and apply it to your studies:**

* **Schedule out the next week for you.  Place times that you should be working on different classes, times to work on certain assignments, any important due dates.  Be sure to include times for breaks and fun activities.  Life is about balance and you should reward yourself!  Make important activities and fun activities a priority; but give these time constraints.  Scheduling out your days will help you focus on your studies and to continue working proactively for success!  Scheduling out time for you also instills self-care that we have stressed in previous activities!  Do not let the Instant Gratification Monkey take over!  😊**

**If you are having trouble with Activity 3, let us know!  We are happy to help you build this essential foundation of time management!**

**Send all 3 activities to XXX Staff Member by XXX.**

**Stay healthy, study hard and have fun!**

**References**

**Urban, T. (2016), *Inside the mind of a master procrastinator* [Video File]. Retrieved from <https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator/up-next?language=en>**

**Vanderkam, L (2016), *How to gain control of your free time* [Video File]. Retrieved from** [**https://ed.ted.com/lessons/UjvQ1VGV#review**](https://ed.ted.com/lessons/UjvQ1VGV#review)