

## Running head: Writing Assignment #3

I learn you need a game plan for each day. Otherwise, you'll allocate your time according to whatever happens that day. Have to start each day by making a general schedule, with particular emphasis on the two or three major things you would like to accomplish. ABC Time Management has 3 priority tasks. A priority is a task that relates to your lifetime goals. Then you have your B priority that you have to do, but it is not related to your lifetime goal. We cannot avoid these tasks we just have to learn efficient time to accomplish them. C priority you can always do them at a later date and time.

According to the American Psychological Association, between 80 and 95 percent of college students procrastinate on their schoolwork. One reason why students procrastinate is fear of failure. There are a few ways students can effectively self-motivate. Break down task into easy pieces, setting up rewards as you finish your tasks. When you procrastinate and try to juggle that with school or a job or outside activities, it can be overwhelming sometimes, but something will not get done.

Managing your money is about identifying the amount of income available and the expenses which need to be covered, and prioritizing short-and long term goals. It very important to focus on the ins and out of managing money by learning how to budget for spending and saving can help you make the right decisions in order to reach your goals.

