

Title:	<i>I'm Late, I'm Late, for a very Important Date!</i>
Theme:	Serve through Skill
Type of Presentation:	Theory to Practice
Abstract:	You've filled up your agenda, your calendar, your CCR and your email inbox! You are so excited for your year ahead, and then you realize you are late for a meeting and have double booked yourself for an hour the next day. As leaders at Carleton it is so easy to overcommit to leadership roles and sometimes things can be forgotten in the process. This presentation is all about how to manage your time, set boundaries and stay on top of the things you've committed yourself to as a leader on campus. Join us to explore strategies, share stories, and discover how commitments can be managed from 3 experienced and busy Carleton leaders.
Workshop Outcomes:	Students who come to the presentation will be able to build skills for time management and setting boundaries through interactive components and story sharing. Students will leave with resources to help them be successful as busy leaders.
Why is this topic important?:	Student Leaders often underestimate how much time a commitment will take up. Students need the skills to set boundaries and manage their time in order to make the most of their experience at Carleton.
Presentation Breakdown	
Mini-Lecture:	We will begin by playing a short clip of a video we created around the "Alice in Wonderland" theme. We will go over our personal histories and the strategies we each used to schedule our time. We will show sample schedules, provide resources and answer questions.
Engagement:	After we share our 3 strategies & show examples, participants will receive a resource they can use to create a schedule based on sample commitments case study style in small groups.
Physical Takeaway:	handouts of calendar examples, time management online resources list, and the Small group work sheets that each group creates together





STUDENT LEADERSHIP CONFERENCE

01 . 27 . 2018
carleton.ca/soar