



## Assignment 2.1 - Time Management

### Instructions

# Time, Stress, and Meetings Activity

**Learning Objectives:** You will learn:

- How to budget time appropriately.
- How to utilize Doodle Polls, Zoom and create agendas.

**Skills:** You will utilize the following skills:

- Time management
- Attention to detail
- Critical Thinking
- Problem Solving
- Utilizing Microsoft Word and Excel
- Utilizing Doodle and Zoom

**Purpose:** The purpose of this assignment is for you to develop time management skills. As a manager, you will need to prioritize the tasks and schedule them appropriately. The purpose is also for you to become familiar with your stressors and finding ways to alleviate them. As you know, the world can be stressful and so you need to find ways to deal with them appropriately. As an employee you may