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**Time Management Contest**

May 1st – May 31st

**What is Time Management?**

Time Management is the coordination of tasks and activities to maximize the effectiveness of an individual’s efforts. Learning the art of time management could yield a positive impact especially on your professional life. Making best use of time will enable a person to choose how they manage their various activities and how much time they wish to spend on each one. Benefits include, better task management, higher productivity, lower stress levels, and better work-life balance. By adopting good management techniques you’ll have more time to do the things you enjoy.

How to Play:

* Download the attached document and jot down your daily routine in hours, starting from waking up to going to bed.
* Label each block with the following features:**Focused, Distracted, Tired, Hungry, Slowing Down** - indicating how you felt during the day while managing daily tasks. You may label other features as well!
* Take a screenshot of your daily table and upload to the **Let’s Chat** page on the team portal in the forum [**BeWell: Time Management**](https://www.neidersteam.com/lets-chat/bewell-time-management)
* One image upload will equal 1 raffle entry
* Want more chances to win? Written summaries will equal 2 raffle entries. Include a summary of your daily routine to your upload by discussing the following:
* What is the most effective part of your day?
* What is the most distracting part of your day?
* How could you re-evaluate your time?
* Are there any steps you could take to increase your productive time?
* How would you rearrange your time to have some extra time for rest?

Team members may submit 3 or more questions to qualify for extra raffle entries.

* [**Grace Hill E-Learning**](https://authenticate.visionlms.com/idp/profile/SAML2/Redirect/SSO;jsessionid=4F5960C41787922FDDFD9DA70F03D448?execution=e1s1)Time Management Course = 5 raffle entries. Complete the Time Management Course and upload a screenshot to the “Let’s Chat” page for extra raffle entries.

We will have 2 drawings a week and winners will be awarded a $50 gift card of their choice from the following: **Hello Fresh, Thrive Market, Whole Foods, GNC, Daily Harvest, Blue Apron, Home Chef and PCC Community Markets**.

**Daily Activity Table**

**Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| 12:00am |  | 12:00pm |  |
| 1:00am |  | 1:00pm |  |
| 2:00am |   | 2:00pm |  |
| 3:00am |  | 3:00pm |  |
| 4:00am  |  | 4:00pm |  |
| 5:00am  |  | 5:00pm |  |
| 6:00am |  | 6:00pm |  |
| 7:00am  |  | 7:00pm |  |
| 8:00am |  | 8:00pm |  |
| 9:00am |  | 9:00pm |  |
| 10:00am |  | 10:00pm |  |
| 11:00am |  | 11:00pm |  |

**Daily Summary:**