

TIME MANAGEMENT
MAN 117
Dr. Kent Jay Levine

TOPIC SUMMARY

1. Assignment:
Summarize one area of time management of interest to you (not using the assigned text).
2. Point Value: Maximum possible **15 points**.
3. Basics:
 - A. Typewritten (Legible dot matrix is all right; not less than 14 point font size; this handout is in 14 point font size)
 - B. Double Spaced
 - C. Spelling, Grammar
 - D. Be concise
 - E. Identify your name, instructor's name, class, and section (by time and date).
 - F. Do not plagiarize.
4. Details:
 - A. Use a "Book Report" format: Introduction, Body, Conclusion.
 - B. Length of your paper should be 5-10 pages.
5. **DUE DATE:** _____ **(2nd Class Session)**
6. Oral Presentation
 - a. Summarize the major points of the topic of time management.
 - b. Do not read to the class.
 - c. You may use notes, note cards, etc., but not your paper.
 - d. Describe any preventative points you learned.
 - e. Be prepared to answer questions from the class (if addressed in the chapter.)
 - f. Maximum time limit if _____ minutes

7. Email paper as an Attachment. It is important to save and send the attachment as Microsoft Word (2003) document.

Subject Line of email must state: ((your) **Last Name, MAN117**

Save the document/attachment as:

(your)Last Name.Ch #.MAN117.doc

Submit to kent.levine@gmail.com