

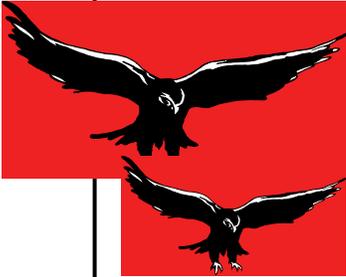
# LeaderTIPS:

## Tools, Ideas, and Possibilities for Success

OCTOBER 2006

ISSUE ONE:

FINDING BALANCE



"A life based on reason will always require to be balanced by an occasional bout of violent and irrational emotion, for instinctual drives must be satisfied."

-Cyril Connolly

**INSIDE THIS ISSUE:**

Time Management

Prioritizing

Learning When  
to Say No**What is Time Management?**

As the fall quarter continues to progress at a frightening pace, as students, we must be prepared to make sacrifices. Time management can be defined as the art of managing time, or more concretely speaking, the ability to organize each and every minute in your day to its' maximum efficiency. Well, this might be a bit of an exaggeration. Time management might seem like an intimidating topic to tackle, but Leadership Development is here to help! Fortunately, time management can be unique for each and every one of us. There are several things that you should consider when choosing the most optimal way to manage your time.

- Use a planner
- Make a list
- Set achievable goals
- Know your priorities

**How do I prioritize?**

First ask yourself one or more of the following questions. What is important to me? What has to be done today? What do I want to do? What should I really not do? In addition, set the context for your answers. If it is a Wednesday night and you have an exam the following day, answer these questions with school in mind. However, if it is Friday night and you have your whole weekend completely open, answer these questions with fun in mind. It is important to acknowledge the fact that your priorities may change monthly, weekly, daily, or hourly depending on your schedule. While it may seem like a lot of work, don't be afraid to evaluate your priorities often. In fact, the more in tune you are with your needs, the more likely you are to effectively use your time.

**TOOL OF THE MONTH****-THE SOURCE-**

Leadership Development has gone virtual! That's right folks, our leadership library is now on the Web. Visit The Source for information pertaining to topics such as communication, delegation, goals, time management, and vision. Be sure to check out the Quick Fixes section if you are looking for a speedy solution.

**Should I just say no?**

One of the challenges that you will deal with when you are attempting to manage your time is outside distractions. Be prepared for friends, family members, and coworkers to provide a constant source of distraction. It is a challenge, but learning when to say no or decline invitations is a crucial step in the time management process.

**SPECIAL POINTS OF INTEREST:**

- *Let us help you! Order a Leadership Take-Out and one of our well-trained staff members will come and facilitate a workshop catered specifically to your group. Contact oxenhand@seattleu.edu for all of the details.*
- *Want to eat lunch with a leader? Then sign up for the Lunches with Leader series. For more information on this unique opportunity visit: [www.seattleu.edu/getinvolved](http://www.seattleu.edu/getinvolved)*
- *Bravo! Leadership Development applauds you. We want to hear about someone you know who exemplifies what it means to be a leader. Nominate today at [www.seattleu.edu/getinvolved](http://www.seattleu.edu/getinvolved)*

**Defining Balance**

Dictionary.com defines balance as: a state of physical equilibrium or mental steadiness and emotional stability. What you can gather from this definition is that balance is both internal and external. When one aspect of your life is shifted out of balance, it will be hard for you to keep the rest of yourself 'together'.

**Achieving Balance**

Below you will find some helpful tips that will contribute to an equally balanced you!

- Stay organized
- Stay prioritized
- Establish your own definitions for the terms fun, work, and school
- Don't be afraid of asking for help

**Maintaining Balance**

Hopefully, now that you've defined and achieved balance, you will easily be able to maintain balance at all times. Easier said than done, right? To assist yourself in maintaining balance remember to:

- Reward yourself for staying on track
- Evaluate your priorities often

**SU SPOTLIGHT:**

FALL LEADERSHIP BLITZ  
SATURDAY, OCTOBER 14

THANK YOU TO ALL WHO  
PARTICIPATED!  
WEAR YOUR BADGES PROUDLY!