Chapter 2
Applying the Principles of Time Management
Learning Outcomes

When you complete Chapter 2 Applying the Principles of Time Management, you are expected not only to understand the material presented but also be able to

- **List** ways you can make use of time previously wasted and do the same task in less time.
- **Demonstrate** time-management strategies, including constructing a master schedule for the semester.
- **Create** an organized to-do list, and show evidence of using a planner.
- **Analyze** a case study, and construct advice for students having difficulty with time management.
- **Explain** the learning process modeled in the chapter.