

# Scheduling Skill Builder



## Why It Matters

Being successful at work is not just about talent or effort. It is also about managing your time and responsibilities.

## What is Time Management?

Time management means organizing your time in a way that helps you meet your goals and responsibilities.

- Planning your day
- Prioritizing important tasks
- Keeping appointments
- Managing distractions
- Being realistic about your time

Time management is a leadership skill because it shows responsibility, self-control, and reliability.

## Employers depend on workers who can:

- Arrive on time
- Meet deadlines
- Keep track of appointments
- Balance responsibilities
- Plan ahead
- Communicate when problems come up

Good scheduling skills help reduce stress, build trust, and create stability in your life.

## Remember This:

Reliability creates opportunity.

Organization reduces stress.

Strong habits build strong futures.

## Build a Strong Schedule

You can use:

- A phone calendar
- A notebook planner
- Sticky notes
- Reminder apps
- Alarm Clocks

What matters most is using a system consistently..



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# Why This Skill Is Important at Work

When you manage your schedule well, people notice. Strong scheduling skills help you:

- ✓ Build a positive reputation
- ✓ Reduce last-minute stress
- ✓ Avoid missed opportunities
- ✓ Earn trust from supervisors
- ✓ Handle responsibilities more independently
- ✓ Show professionalism

Being consistently late, forgetting commitments, or missing deadlines can hurt workplace relationships and limit opportunities for advancement.



## Reliability Matters!

Supervisors value employees who:

- Show up consistently
- Meet deadlines
- Stay organized
- Communicate professionally

## Plan Ahead!

- ✓ Check schedules daily
- ✓ Prepare clothes or materials ahead of time
- ✓ Know transportation routes and timing
- ✓ Leave extra time for delays

Being early is usually better than being late.



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