

ART THERAPY RESOURCES



Time Management Principles

Define
Your
Priorities

SET
REALISTIC
EXPECTATIONS

SET
REALISTIC
DEADLINES

HAVE
A
PLAN

EFFECTIVENESS
&
EFFICIENCY

Allow
for the
UNEXPECTED

ONE
THING
AT A
TIME

Batch
Tasks

Develop
Routines

Combat
Procrastination

Combat
Distraction

BALANCE
WORK &
Play