



Time Management

It may not be impossible to organize a kick ass event, but it definitely takes a lot of careful planning.



Think about

1. What you have to do. Make a list!
2. When does each task have to be done by, and how much time do you need to get it done?
3. How many people do you need to do the job, and who will do it?
4. What are some little details you will need to remember?
5. Don't worry if you don't get everything done by the exact date listed, but don't slack off either! Do your best to meet your deadlines & revise them if necessary.

organize all your info onto a chart

What	By When	By Who	Notes
Call local radio station	July 20, 2002	Salima	Do internet research first
Book community Centre	Sept 3, 2002	Markus	Call first to get prices

