



**ARIZONA COURT SUPERVISOR'S PROGRAM**  
**Worksheet**



**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Court:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

After viewing the following resources please complete and submit this worksheet. Make sure you read the Additional Readings suggested in the class.

**TIME MANAGEMENT: AVOIDING TIME STEALERS**

**Supervisor Essential Skills - Setting Priorities, Time Management and Organization**

**Learning Objective:** Identify best practices for setting priorities and organize work processes to better manage time.

1. Describe the difference between internal and external time stealers. Identify one time stealer in each category that is your biggest struggle.
  - Internal time stealers:
  
  - External time stealers:
  
2. Explain the 5 strategies for avoiding time stealers.
  - Avoid procrastinating:
  
  - Overcome the tendency to take on too much work:
  
  - Say “no” to new tasks:
  
  - Minimize the time you spend on the phone:
  
  - Prevent visitors from taking up too much time:
  
3. Give an example of a time when you put off doing something. What are some of the reasons you might have done this?

