



Need a Hot Minute?

My name is Lavenia Maxwell (Vee), and I work for the DCWIB as a research assistant. This summer I realized that a lot of young people have concerns about the workforce similar to my own, so I decided to start a column to address them.

First things first, let's work on managing our time. Here are some tips that may help you juggle all of your activities.

1. **Set up a calendar or planner**- It may sound corny, but a calendar will help you see all of your responsibilities. Let's face it, even though we're young we still forget things, especially when involved in a lot of activities. This will only work if you LOOK AT IT AND UPDATE IT!
2. **Make a schedule**- Now that you have a calendar, start making a schedule and prioritize. This will make sure you accomplish everything you want to. High priority activities should get done first, and always be realistic in how much time it will take. Studying should come before watching T.V. and take longer than 30 minutes. You may have to cut out some things if they're not important. Again – this will only work if you STICK TO IT! Things come up and priorities may change but deliberately ignoring your schedule will not benefit you.
3. **Take on only what you can handle**- If you are the kind of person that works 25+ hours a week, have a full course load, and are a leader in school or community clubs, don't commit yourself to anything else. You're not a super hero, so don't try and act like it.
4. **HAVE FUN!** - Always enjoy what you are doing. There's no point in participating in a lot of activities, getting stressed out and tired, if you're not having fun or learning from it. You're still young, still in school, ENJOY LIFE.

Following these simple tasks will help you to balance all of your responsibilities better and minimize unnecessary stress. Taking control of our time will organize our life today and it will lead to success in the future.

If you have questions contact me at staff@dcwib.com. Names aren't necessary, but give your city or town I look forward to hearing from you. - Vee



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