

Time

This week, I really struggled with time management. I started the week having the interview assessment partially done ahead of time. However, I counted on this one little success far too much as I had a lot coming up that I had to prepare for.

I started preparing my presentation but wasted a good amount of time trying too hard to make Prezi work for me. Eventually, I just moved on and said that Google Slides was much more user friendly. I did not account for the visual aid to take so long to create which threw me off a bit. Like I said before, my interview assessment for the interview I had the week prior was nearly done and actually turned in early (Thursday.) Because of this, I had more time to prepare my presentation. In the future, however, I will not use a program unless I know for sure that it will turn out looking how I want it to without wasting a whole class period trying to learn how to use the program/website.

As I prepared my presentation for this week and practiced speaking, I noticed that I rambled over the time limit. To stop this from happening, I talked slower and more clearly so that I wasted less time repeating the thing I just said illegibly. I also shaved off some unnecessary information to be replaced with more in depth, relevant information.