Project Name	Time & Project Management
Required or optional?	Required
Number of points	2 for every 3 ideas you apply and write up
Due	1 week before next session

Select three (3) ideas that you want to apply in your work or personal life from one of the following places:

- The handout / workbook for the session
- Twenty Tips On Improving Your Time Management
- Project Management for Everyone

Apply them and document the results.

To earn your points, for each of the ideas you select, tell us about:

1) **the idea and the setting**
2) **how you used the idea**
3) **the result.**

Preferred output is a Word document attached to your email.