**Hazy’s Advice Borrowed from Randy Pausch’s The Last Lecture**

***Time Management Ideas***

1) Manage time like you would manage money

2) Plan and make changes to it if you see it based hopefully on data

3) Ask: “am I spending time on the right things?”

4) Develop a good filing system

5) Rethink the telephone, email, texting, and online time

6) Delegate

7) Take a time out

***Small Group Suggestions***

1) Meet people properly (exchange how to pronounce name, contact info)

2) Find things you have in common

3) Try for optimal conditions for all involved

4) Let everyone talk

5) Check egos at the door

6) Praise each other

7) Phrase alternatives as questions

8) Look for the best in people (be patient as necessary)

***Input on Living Your Life***

1) Dream big

2) Be earnest rather than hip

3) Raise the white flag when necessary

4) Compromise or make a deal that is mutually beneficial

5) Don’t just complain, work harder

6) Treat the problem source, not the symptom (swim upstream if necessary)

7) Don’t obsess over what people think

8) Start by sitting together

9) Watch your role models for what they do, not what they say

10) Try, try, try, try again

11) Be the “First Penguin”—value the experience, even if not immediately successful

12) Get people’s attention

13) Use hand-written thank-you notes

14) Be loyal and expect it in others

15) Find your best working time

16) Show gratitude

17) Use treats to buffer difficult tasks/requests

18) Be prepared

19) Apologize sincerely (say what you did wrong, acknowledge the hurt, see how to fix it)

20) Tell the truth

21) Get in touch with the kid (creative source) inside you

22) Know the context, know where you are when you interact

23) Stay determined and optimistic (choose Tigger over Eeyore)

24) Be a communitarian (helping others benefits the tribe)

25) Ask for help/input and anticipate/think through others’ possible responses

<http://www.thelastlecture.com>

<http://www.pancan.org>

<http://www.lustgarten.org>