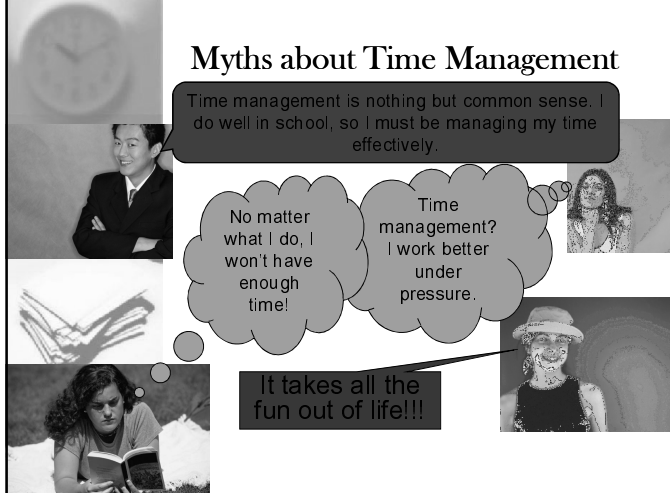


TIME MANAGEMENT

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Myths about Time Management

Time management is nothing but common sense. I do well in school, so I must be managing my time effectively.

No matter what I do, I won't have enough time!

Time management? I work better under pressure.

It takes all the fun out of life!!!



The Truth!

As college employee, you are very busy people, and to make those 168 hours effective, you have to do some planning.

The Benefits of Time Management

- You are more productive.
- You reduce your stress.
- You improve your self-esteem.
- You achieve balance in your life.
- You avoid meltdowns.
- You feel more confident in your ability to get things done.
- You reach your goals.

What is Time Management?


Simply, making the most of your time and energy!

A Word about ENERGY

The most overlooked aspect of time management is your energy level.

- Evaluate your energy level at different times of day.
- Schedule tasks when you have the energy level to match.
- If you are a "morning person," seize the early hours to study and do assignments that require focus.
- If you are an "evening person," make sure that you are being productive and not sacrificing sleep for extra hours to socialize.
- Losing sleep is the easiest way to sabotage your energy level!

DON'T LET THIS BE YOU!



Steps to Managing Your Time

1. Set goals
2. Make a schedule
3. Revisit and revise your plan



Where to start?

1. Set Goals!

- ☐ Make your goals specific and concrete. Don't be vague.
- ☐ Set both long-term goals and short-term ones to support them.
- ☐ Set a deadline for your goals.
- ☐ Integrate your goals: school, personal and career.
- ☐ Realize that goals change, but know which goals to stick to!



Set Goals! *continued*

From your goals, set priorities.

- ☐ What's important and what isn't?
- ☐ What order do things need to be done in?
- ☐ Once you know what your priorities are, you need to plan out a schedule for the semester, the week and the day.
- ☐ Planning may seem hard at first, but the more you do it, the easier and more natural it gets.

PLAN AHEAD

**1
2
3**

2. Make a Schedule

Set Up Your Calendar

- Look at your daily schedule.
- Begin with blocking all office times.
- Block all other set time obligations:
 - Work, church, meetings and so on...
- Highlight all *major works* and project *due dates*.
- Identify routine work days.
- Don't forget to take a break once in a while.

All work and no play will make you machine!

Make a Schedule *continued* Set Up Your Weekly Plan

Spend 30 minutes or so mapping out the week.

Ask yourself these questions about the week:

- What do I expect to accomplish?
- What will I have to do to reach these goals?
- What tasks are more important than others?
- How much time will each activity take?
- When will I do each activity?
- How flexible do I have to be to allow for unexpected things?

Where
does the
time go?



Remember to Expect the Unexpected...

Do you have a schedule? Organizing Your Day:

“Work smarter, not harder.”- Alan Lakein

- ☐ Set realistic goals, there are only 24 hours in a day.
- ☐ Use spare time to review.
- ☐ Work at the same time each day: make it a habit
- ☐ Divide time into 50-minute blocks.
- ☐ Don't forget to reward yourself when you do something right!

Take it one day at a time...

3. Revisit and Revise Your Plan Are you making progress?

- Now that you've been paying attention to your schedule, how are you actually using your time?
- Which tasks were you able to do? What didn't get done?
- Was your energy level appropriate? Your stress level?
- What changes need to be made to your weekly schedule?
- What are persistent time wasters?
- Could better communication have helped you stick to your plan?
- Was procrastination an issue?

Be tough with your time!

Procrastination:

“Never do today what you can put off ‘till tomorrow!’”

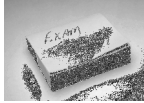


Forms of procrastination:

- ☐ Ignoring the task, hoping it will go away
- ☐ Underestimating how long it will take
- ☐ Overestimating your abilities and resources
- ☐ Telling yourself that poor performance is okay
- ☐ Doing something else that isn't very important
- ☐ Believing that repeated “minor” delays won't hurt you
- ☐ Talking about a hard job rather than doing it
- ☐ Putting all your work on only one part of the task
- ☐ Becoming paralyzed when having to make choices

How to Overcome Procrastination

- Win the mental battle by committing to being on time.
- Set and keep deadlines.
- Organize, schedule & plan.
- Divide a big job into smaller ones.
- Find a way to make a game of your work or make it fun.
- Reward yourself when you're done.
- Tell your friends and family to remind you of priorities and deadlines.
- Learn to say "no" to time wasters.



Use lots of
Stickies

Tackle Time Wasters

- **First, learn to recognize when you're wasting time.**
- **Decide what you need to do and can realistically do.**
- **Learn how to say "NO" when you don't have time.**
- **Use an answering machine and return calls at your convenience. The telephone is a major time killer.**
- **Learn to say "I can't talk right now. I'll get back to you."**
- **Wasting time is often linked to a lack of self-discipline.**
- **Ask yourself, "Do I really need to do this or not?"**



Learn to say "No!"

Don't let distractions sap your time!

- Avoid the temptation to socialize when you've scheduled work.
- If friends ask you to join them last minute, decline outright, but ask if you could get together later in the week.
- Socializing is important when you don't have other things to worry about!
- Study somewhere you won't be tempted to chat, watch movies or YouTube, or use social utilities like Facebook.

I have a study group tonight. Are you free on Thursday?



Revisit Your Values

- Knowing what is most valuable to you gives direction to your life.
- Your energy should be oriented first toward things that reflect the values that are most important.
- Examine your values to help you make time management decisions.



Time is a very valuable resource.



Review

- ☐ Time and energy management can make you more productive and reduce your stress level.
 - ☐ The Three Steps
 - Set goals
 - Make a schedule
 - Revisit and revise your plan
 - ☐ Be tough with your time. Actively avoid procrastination and time wasters. Learn to say “no” to distractions.
 - ☐ Employ a variety of time management strategies to maximize your time.
 - ☐ Relax and enjoy the extra time that you’ve discovered!
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