

Time Management & You



What issues are you having with time management?



Make a list on a piece of paper.

Why is it important?

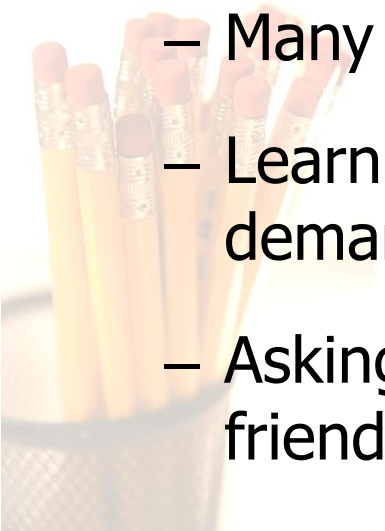
- **Applicable to everything we do in life**
- **School**
- **Job**
- **Family**
- **Extracurricular Activities**



Why is Time Management Different in College?

As a college student:

- There is less structure – no one forcing you to go to class/ do homework
- No supervisor/parent to assist in balancing the work load between school & fun
- Many people/activities who want/demand your time
- Learning about your individual studying and learning demands
- Asking for help from professors/ tutor center/ EHP/ friends



Time Management Principles

- **You control your life by controlling your time.**
- **Your behavior is a reflection of what you truly believe.**
- **Daily planning leverages time through increased focus.**
- **You satisfy your needs when your beliefs are in line with reality.**
- **Negative behaviors are overcome by changing incorrect beliefs.**
- **When your daily activities reflect your governing values, you experience inner peace.**
- **Give more and you'll have more.**

Time is a created thing:
to say "I don't have time" is like saying, "I don't want to..."

Lao-Tzu

10 Tips for Time Management

1. **Make a list, prioritize and check things off as you get them done.**
2. **Review your list from time to time. Is everything on the list necessary?**
3. **Ask yourself, “What’s the best use of my time right now?”
Then do it!**
4. **Be willing to sacrifice “perfection” to get things done.**
5. **Learn to say “no” to demands that don’t benefit you.**
6. **Whenever possible delegate!**
7. **Don’t waste time on minor decisions.**
8. **Arrange your work time to keep interruptions limited.**
9. ***Be realistic about what you can accomplish during a given period of time.***
10. **When is your energy at its peak? Plan your work for those times and use your less energetic times for leisure or a nap.**



Habits of Effective Time Managers



- **Be Proactive! Take control of your education!**
- **Understand what is expected of you and what you expect for yourself**
- **Set *realistic* goals**
- **Take *responsibility* for what you do and don't do – no excuses.**
- **Make a deliberate choice to control what you do with your time**
- **Begin With the End in Mind/Look Ahead**
- **Think things through**
- **Keep a calendar/planner that notes important deadlines and due dates**
- **Put First Things First**
- **Distinguish the goals that are truly important from those that are not**
- **Be Patient! It takes time to learn how and get used to the time management process**



Keys for Effective Time Management *in College*

- Adopt effective time management habits
- Avoid procrastination
- Set goals
- Choose and apply effective organizational and time management tool/s
- Use effective study strategies
- Assess where your time is going
- Evaluate your life style
 - Sleep routine
 - Eating regularly and healthy/exercise
 - Leisure/friends
 - Soft addictions
- Dealing with stress



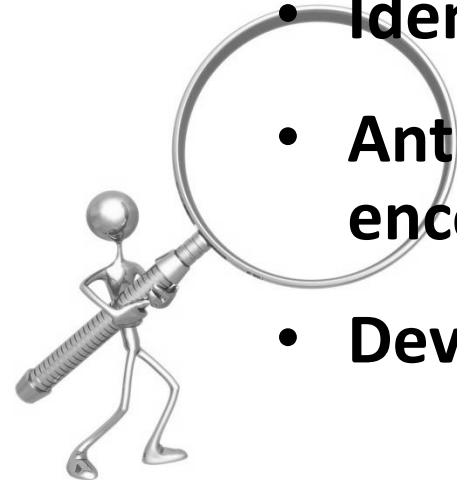


Overcoming Procrastination

- Take a hard look in the mirror
- Assess your level of motivation
- Set small goals for yourself
- Once small goals are achieved, think about setting larger goals
- Don't get derailed by setbacks

Setting Goals

- **Select a goal**
 - Short term
 - Long term
 - Life long
- **Ask whether the goal is achievable**
- **Be certain you genuinely want to achieve this goal**
- **Identify why this goal is worthwhile**
- **Anticipate and identify difficulties you might encounter**
- **Devise strategies and steps for achieving the goal**



Choosing a method that works for YOU!

Not all time management methods work for everyone

Understanding who you are as a student/learner can help you assess which method is best for you

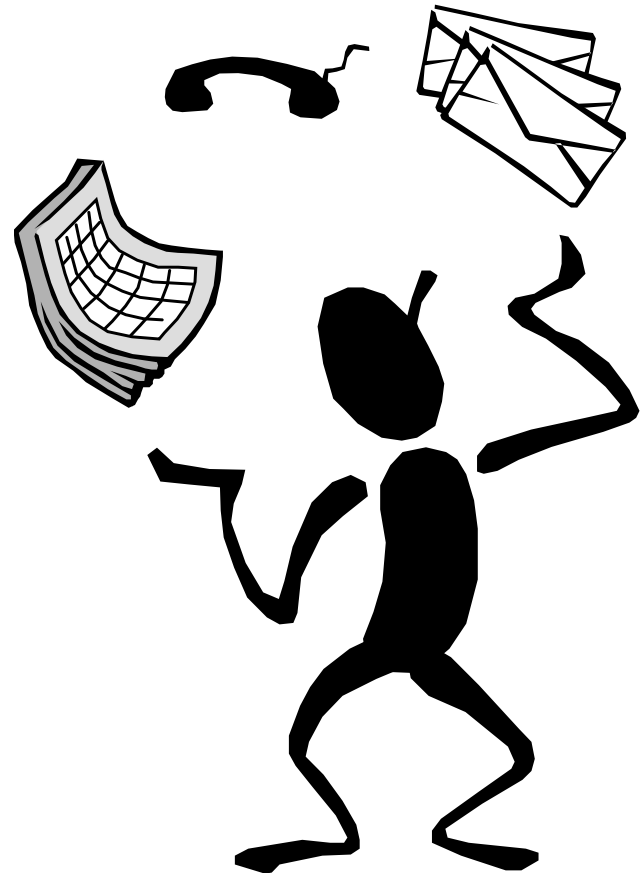
After assessment, choose a time management organizational tool that can assist you in being a more productive time manager



Organizational & Time Management Tools

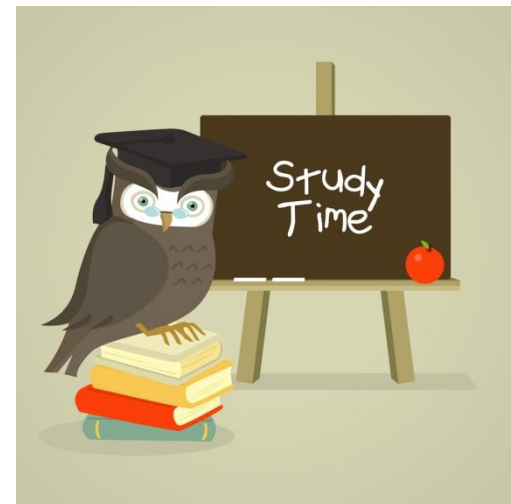
Which Planner is right for you?

- PDA
- Palm Pilot
- Blackberry
- Scheduling Programs
 - Outlook
 - iCalendar
- Computer
- Schedules/Calendars
- Daily Planning
- To Do Lists
 - Weekly Calendar
 - Monthly Calendar
 - Semester Calendar
 - Semester on a Page
 - Year Plan
 - Use a General Course Catalog
 - Meet with an advisor



Creating a study plan

- Plan 2 hours of study time for every hour you will spend in class
- Study boring or difficult subject first
- Avoiding marathon study sessions
- Be aware of your best time of day
- Use waiting time
- Avoid burnouts

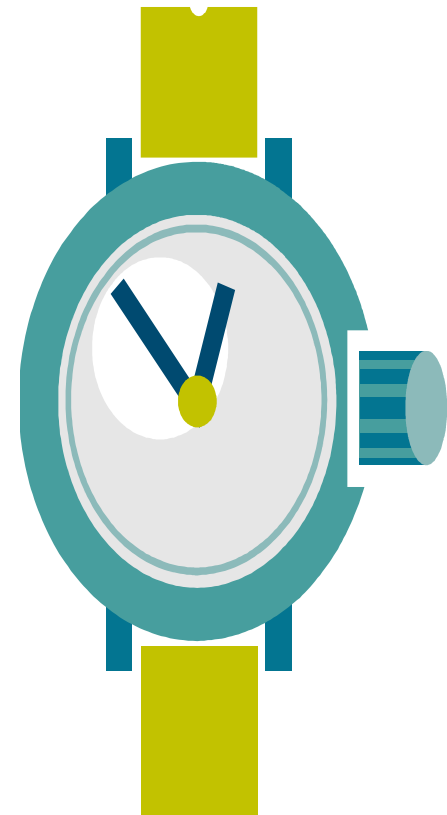


Assess Your Time Management

Take ten minutes to assess where your time is going - *complete the attached worksheet*

Time Management Resources

- Time management books
- Other Learning Strategies Workshops
- Visit the Academic Counseling Center
- Visit EHP and meet with your advisor



Start a Time Management Plan Today

- **What time management tool do you plan to use?**
- **What does your study plan look like?**
- **Do you plan to manage your schedule daily, weekly or monthly? Or do you plan to do all three?**





**After participating
in this workshop,
are you willing to implement good
time management habits?**

- If you have any questions or concerns, please see your EHP advisor as soon as possible – 978-665-3064!