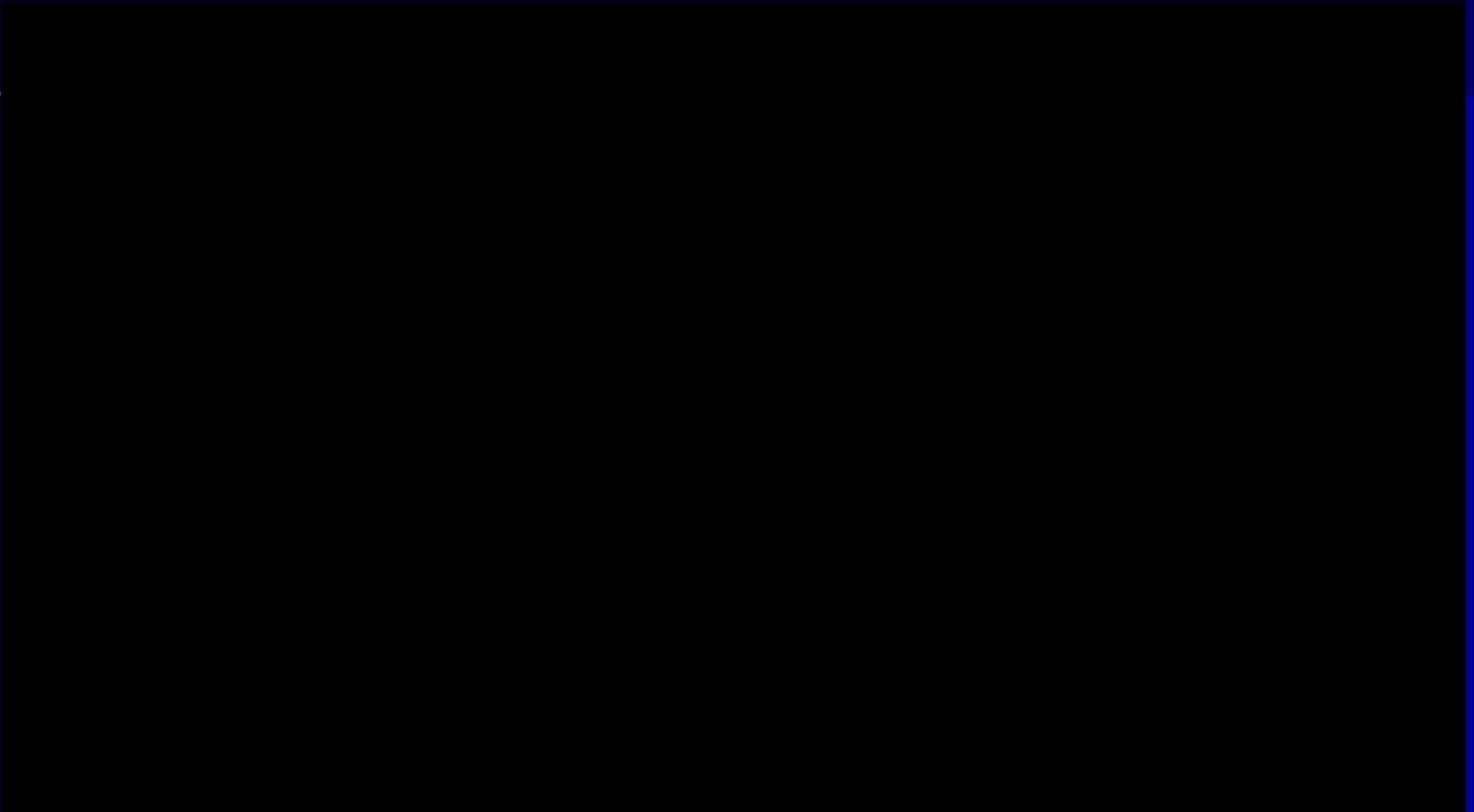


# Time Management Involves

- Knowing what your goals are
- Deciding where your priorities lie
- Anticipating future needs and possible changes
- Controlling your life by controlling your time
- Making a commitment to being punctual
- Not procrastinating
- Carrying out your plans

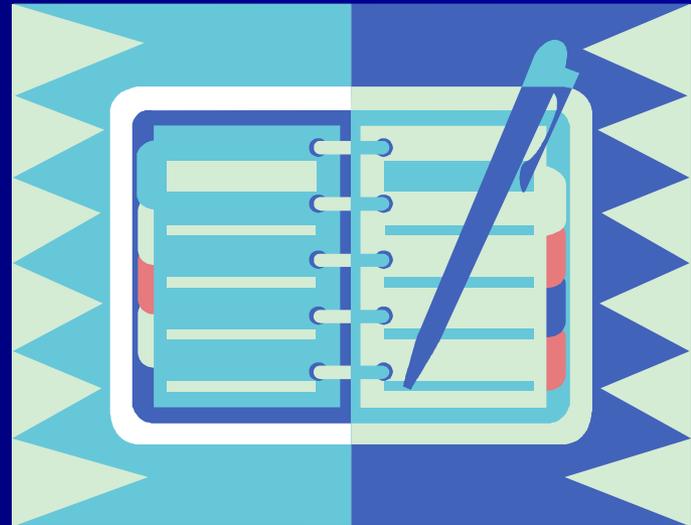


# Time Management Tips



# Time Management Techniques

- The Set Time Method
  - Block out specific times to accomplish particular tasks
  - Example:
    - Monday 1:00—2:00 Work physics problems
    - Saturday 9:00—11:30 Go to the gym



# Time Management Techniques



- The Swiss Cheese Approach

- Whenever you find yourself with some free time, do a small part of a larger task

- Example:

- Arrive to class 10 minutes early and brainstorm research ideas
- While waiting for your friend to arrive for lunch, review notes from today's History lecture

# Strategies for Setting Goals

- Make your goals specific and concrete.
- Set a completion date for your goals.
- Set both long-term and short-term goals.
- Develop a plan of action.
- Be consistent and persistent.
- Monitor your progress.



# The Weekly Plan: Questions to Ask Yourself

- What needs to be done?
- What will I have to do to reach the goals?
- Which 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?



# Effective Ways for Commuters to Use Their Time

- Audiotape lectures.
- Go over what you learned in class on your way to or from work.
- If you carpool with others from your class, use the time to discuss class material.
- Exchange phone numbers with other students early in the semester.
- Create a personal commuter telephone directory.

# Forms of Procrastination

- Ignoring the task, hoping it will go away
- Underestimating the work involved in the task
- Overestimating your abilities and resources
- Deceiving yourself that mediocre performance or less is acceptable
- Substituting a worthy but lower-priority nonacademic activity

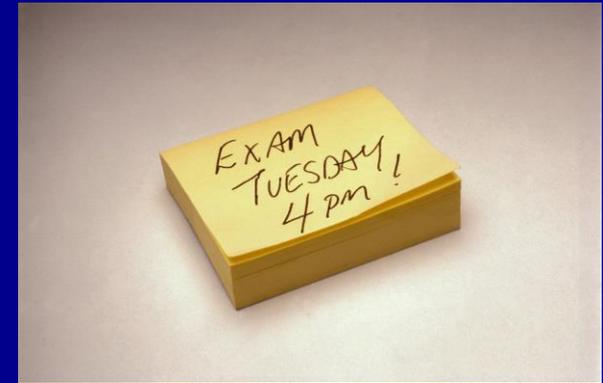


# Forms of Procrastination

- Believing that repeated “minor” delays won’t hurt you
- Dramatizing a commitment to a task rather than doing it
- Persevering on only one part of the task
- Becoming paralyzed when having to choose between two alternatives

# How to Overcome Procrastination

- ✓ Set a deadline and put it on your calendar.
- ✓ Become better organized.
- ✓ Make a game of it.
- ✓ Divide the task into smaller jobs.
- ✓ Build in a reward for yourself.



# Time Management Misconceptions

- *Time management is nothing but common sense. I do well in school and I'm happy, so I must be managing my time effectively.*
- *I work better under pressure and time management would take away that edge.*
- *People take time management too seriously and that takes all the fun out of life.*
- *The stuff they teach you in time management is a lot of work. I don't have time for that.*





# Tackle Time Wasters

- Many students don't say "no" to a request for their time.
- Decide what you need to do and can realistically do. Say "no" to everything else.
- Screen calls limit texting, Facebook, etc.
- Learn to say "I can't talk right now."
- Time wasters are often linked to a lack of self-discipline.

# Reap the Benefits of Managing Time Effectively

- ⌚ You are more productive.
- ⌚ You reduce your stress.
- ⌚ You improve your self-esteem.
- ⌚ You achieve balance in your life.
- ⌚ You conquer multitasking.
- ⌚ You establish an important career skill.
- ⌚ You reach your goals.

# 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.



# Creating Your Semester Calendar

- Begin with blocking all *class* and *lab* times.
- Block all other set time obligations.
  - Work
  - Church
  - Club/Organization Meetings
- Highlight all *exams* and project *due dates*.
- Identify routine homework days.
- Work backwards from exams and papers and map out study/writing time.
- Include regular breaks and leisure activities.

# Create and Monitor a Weekly Plan



- Spend just 30 minutes mapping out the upcoming 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?

# Using a Daily Planner



- Complete a term assignment preview.
- Use a “week at a glance” organizer.
- Enter in due dates and social events as soon as you can.
- Review your calendar daily for the current week and upcoming week.
- It just takes a moment to review your calendar and it can help relieve stress.

# REVISE and PREVIEW

- Immediately note all changes.
  - Exam/Paper due date revisions
  - Meeting additions/cancellations
  - Work schedule changes
  - Upcoming visitors
- Preview the upcoming week making any adjustments.
- Preview each day to further specify plans.

# Organizing Your Day

“Work smarter, not harder.” - Alan Lakein

- Set realistic goals.
- Use waiting time to review.
- Study at the same time each day.
- Divide study time into 50-minute blocks.
- Don't forget to reward yourself!

# Making Your Time Management Plan Work

- Reduce Distractions
- Beat Procrastination
- Protect your time—learn how to say no!

