

# Managing Time

There are 168 hours in every week.  
*How are you spending yours?*



- Sleeping
- Going to the Gym
- Getting ready for class
- Working on campus
- Shopping for groceries
- Caring for family members
- Going out with friends
- Cultivating a relationship
- Meeting new people
- Going to office hours
- Volunteering
- Going to class
- Studying for tests
- Doing library research
- Taking a nap
- Exercising
- Catching up!
- Commuting
- Getting around campus
- Playing an instrument
- Trying to unwind
- Attending events on campus
- Helping a friend
- Checking email
- Revising your essay
- Getting coffee
- Chatting with friends
- Keeping in touch with family

**How does everything get done?**

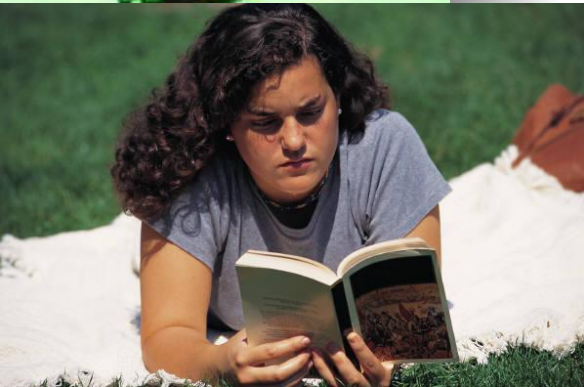
# Myths about Time Management

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 students, 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

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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!

Go for  
the  
goal!





## 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.

# 1

# 2

# 3

**PLAN AHEAD**

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## 2. Make a Schedule

### Set Up Your Semester Calendar

- Look at the syllabus for the class schedule.
  - Begin with blocking all *class* and *lab* times.
  - Block all other set time obligations:
    - Work, meetings and so on...
  - Highlight all *exams* and project *due dates*.
  - Identify routine homework days.
  - Work backwards from exams and papers and map out study/writing time.
  - Don't forget to take a break once in a while.
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## 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...**

# Derek's Schedule



With everything that I'm juggling, I need to use some major time management skills!



# A Week in Derek's Semester

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>22</b> <b>Work til 5:00</b>  <b>Biology</b> <b>5-7pm</b>	<b>23</b> <b>Work til 5:00</b>  <b>Finish World</b> <b>Civilization</b> <b>Paper at the</b> <b>Library 6-10pm</b>	<b>24</b> <b>Work til 5:00</b>  <b>World</b> <b>Civilization</b> <b>6-9 pm</b> <b>Paper Due</b>	<b>25</b> <b>Work til 5:00</b>  <b>Biology 5-7 pm</b> <b>Lab Due Next</b> <b>Week</b>	<b>26</b> <b>Work til 5:00</b>  <b>Mom's</b> <b>Birthday Party</b> <b>6:00 pm</b>	<b>27</b> <b>Bike Ride</b> <b>8:30 am</b> <b>Choir 10 am</b> <b>Work on Bio</b> <b>Lab Report</b> <b>12pm</b> <b>Pick up Keith</b> <b>at the airport</b> <b>3pm</b>	<b>28</b> <b>World Civ</b> <b>Reading 9 am</b> <b>Church 10:30</b> <b>Barbecue at</b> <b>Ronda's 1pm</b> <b>Catch up on</b> <b>homework</b> <b>7-10pm</b>

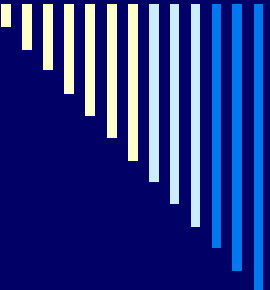
**How effective is Derek's schedule?**

**Does he allow enough time to accomplish what he schedules?**

**Is he paying attention to his energy level?**

**Does it look like Derek will accomplish everything he plans?**

**How well will he be able to accomplish certain tasks?**



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# 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.
- ❑ Study at the same time each day: make it a habit
- ❑ Divide study time into 50-minute blocks.
- ❑ Don't forget to reward yourself when you do something right!

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**Take it one day at a time...**

# Do you use 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 relieves stress to know you are on top of things.



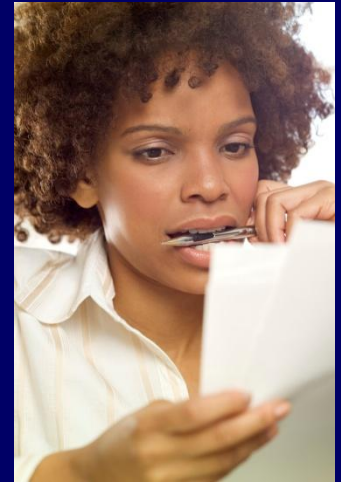
# Derek's Scheduled Day



9am-12pm	Work	
12pm-1pm	Lunch	Read World Civ. Book
1pm-5pm	Work	
5pm-6pm	Head Home	Eat Dinner
6pm-10pm	Library	Work on World Civ. Paper

# Derek's Scheduled Day **ruined**

Derek, I might be late getting home from work. We might not eat til later.



Derek, I need your report by 1 pm. It might cut into your lunch hour, but it's a top priority.

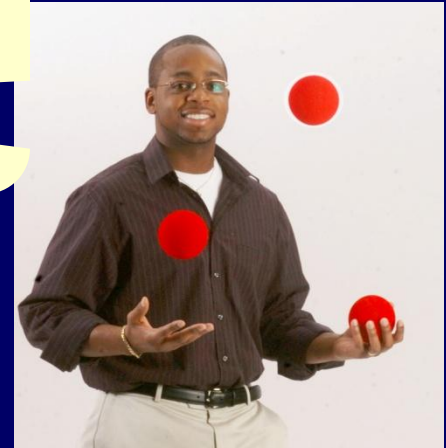




# Derek's Scheduled Day **SAVED**

Okay, I'll plan to be home at 6:00.

If I have to work through lunch can I leave early? I have an important class assignment that I need to work on.



That should be alright.



If I feel tired at the library, I'll just take a walk.





# revisED

## Derek's Scheduled Day



9am-4pm	Work	
4-5:30pm	Study	Read World Civ. Book
5:30-6:30pm	Head Home	Eat Dinner
6:30-8pm	Library	World Civ. Paper
8-8:30pm	Walk	Call Jasmine
8:30-10pm	Library	Finish Paper



### 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!**

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# Procrastination:

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

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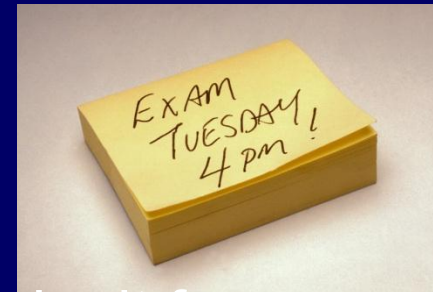


## Forms of procrastination:

- 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
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# 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 room mates to remind you of priorities and deadlines.
- ❑ **Learn to say "no" to time wasters.**



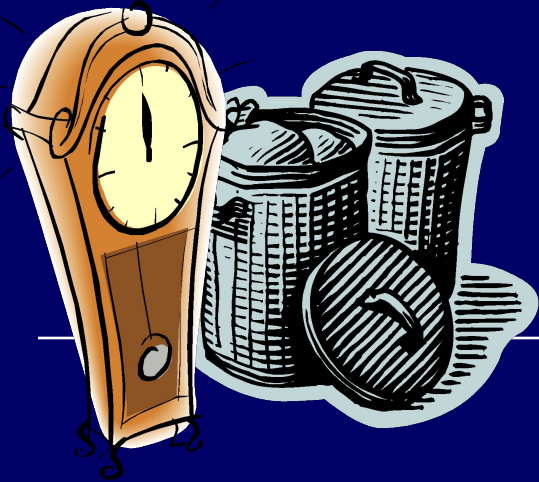
Use  
lots  
of  
Sticky  
es



# 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.**

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# Time Management Techniques

## The Set Time Method

Block out a specific time to accomplish a task.

Examples:

Monday 1:00—2:00 Work physics problems

Saturday 9:00—11:30 Go to the gym



## The Swiss Cheese Approach

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

Examples:

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.





# REVISE and PREVIEW: Staying on top of things...

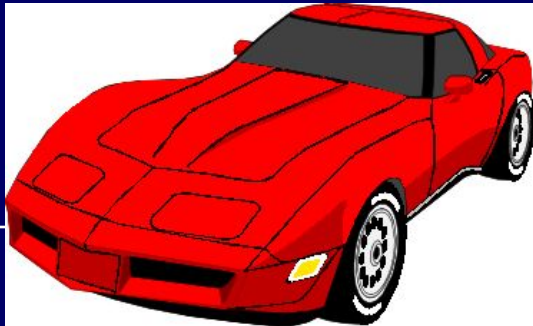
- Immediately note all changes.
  - Exam/Paper due date revisions
  - Meeting additions/cancellations
  - Work schedule changes
  - Upcoming visitors, etc., etc...
- Preview the upcoming week making any necessary adjustments.
- Preview each day to see what might happen...



**Be Prepared!**

# If you commute to school, you can...

- ❑ Listen to audiotape lectures or podcasts.
- ❑ 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.





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# 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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