Time Management
Learning Objectives

By the end of this workshop you will be able to:

• Name the components and benefits of time management
• Identify the differences between successful time management strategies used in high school and college
• Understand the importance of balance in college life
• Understand the role that time management has in goal accomplishment
• Use time prioritization and scheduling techniques to help meet your goals
Learning Objectives

• Use a semester calendar, weekly calendar, and daily task list
• Establish an optimal routine
• Prioritize time
• Develop a study, paper, or project schedule
• Identify strategies for recognizing and avoiding procrastination
• Identify academic support resources on campus
What is Time Management?

• Skill
  ▫ Allows us to have time for everything (or almost) that we want to do

• Back to Values & Prioritizing
Components of Time Management

- Balancing
- Prioritizing
- Optimizing
- Scheduling
- Taking Control

Balancing Your Life

How are you actually using your time?

Difference Between High School and College

- Don’t have all classes every day
- Grade might be based on a couple of tests and/or a few assignments
- Professor may not remind you about deadlines
- Parents don’t dictate your schedule
Creating a schedule that works for you

How do you want to use your time?

- Relates to goals
- School
  - Class
  - Studying
- Friends/Social
- Work
- Research
Pyramid

• Our goals and our daily and weekly tasks are related

Time Management Tools
Managing Your Time

Calendar System

- Semester
- Weekly
- Daily
Semester Calendar

• Big Picture Tasks
  ▫ Assignment due dates, papers, exams, lab meetings, etc.
Weekly Calendar

- Information to Include
  - Class schedule
  - Labs
  - Work
  - Research
  - Student Org Meetings
  - Exercise
  - Breaks!
  - Any other commitments
Weekly Calendar

• Purpose: You see what times you have to study, dedicate to volunteering, participate in on-campus activities, etc.
Daily Task List

• Purpose: Staying on track for completing long and short-term assignments;
• Be as specific as possible
  ▫ Task
  ▫ Amount of time it will take to complete
  ▫ When you will complete it
Optimizing Your Routines

• Energy
  o Natural highs and lows during the day - figure out when you're most efficient
  o Depends on sleep, eating routines, stress, & physical discomfort

• Sleep
  o Set a regular routine
  o 7.5 hours - 9 hours per night

• Eating Habits & Routines
  o Eat breakfast
  o Drink more water
  o Don't skip meals

Prioritizing Tasks

• Dealing with papers, big assignments, etc
  ▫ Sometimes have to be flexible, or maybe you have a really heavy week

• The key is to know that it is coming up. Be prepared, and plan ahead
Developing a Study Plan or Writing Plan

- Work Backwards!
Develop a Study Schedule or Writing Plan

- Checklist: What do I need to do in order to be prepared?
  - Ex: Read chapters 1-8, Review Lecture Notes, Meet with Professor
- Estimate how much time each item will take
- Break up these tasks into manageable pieces and fit them into your schedule. Be as specific as possible!

<table>
<thead>
<tr>
<th>Weekend</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Gather materials – old exams, notes, and homework. Study chaps. 1,2</td>
<td>Review chaps. 1,2; study 3 &amp; notes</td>
<td>Review chaps 1,2,3; study 4 &amp; notes</td>
<td>Put hard to remember material on a master study guide.</td>
<td>Final review of study guide.</td>
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Environment

• Find a place where you like to study and where you are productive.
  ▫ Study places on campus

• Talk with your roommates about study time.

• Avoid noise/visual distractions.

• Become aware of time spent on the phone and online.

Barriers

• Procrastination!!
Avoiding Procrastination

• Determine your reasons for avoiding work:
  - Lack of interest
  - Acceptance of another’s goals, not your own
  - Perfectionism
  - Evaluate anxiety levels
  - Ambiguity
  - Fear of the unknown
  - Inability to handle current task

Resources

- VARC
- Writing Center
- Kortschak Center
- Math Center
References