Effective Time Management

1. Prioritization
2. Scheduling
3. Execution
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3. Execution
How do you want to use your time?

Values

Long Term Goals

Short Term Goals

Daily Tasks
Todo List

- Do something
- Do something else
- Do more stuff
- Do that again
Rank Your To Do Items

A: Highest Priority - do these immediately

B: Second Priority - not immediately, but need to be done soon

C: Low Priority - things that can wait
### Time Management Quadrants

Based on *7 Habits of Highly Effective People*, Stephen Covey

**Quadrant 1: Important/Urgent**
(important activities done under pressure of deadlines)

- Stress
- Burn out
- Always putting out fires
- Tired & Overwhelmed

**Quadrant 2: Important/Not Urgent**
(activities done without pressure of deadlines)

- Clarity
- Control
- Discipline
- Balance
- Few crises

**Quadrant 3: Not Important/Urgent**
(activities done with a sense of urgency)

- Short term focus
- Letting circumstances take control
- Feeling victimized
- Stress

**Quadrant 4: Not Important/Not Urgent**
(time wasters)

- Dependent on others
- Lack of accountability
- Lacking vision and motivation

Effective prioritization can help you stay in this quadrant.
Put it into Practice!

Make a to do list every night for the next day.

Use either the ABC or the I/U rankings to decide what you need to do first.
Resources

- VARC
- Kortschack Center
- Advisors
- Student organizations
- Professors
- TAs
Next VARC
Time Management Workshop
Feb 27
Scheduling
*5:30-6:30