Time Management ... Some Thoughts & Considerations

Be clear on WHAT & HOW you want to spend your time.
- What is your PURPOSE?
- What VALUES, INTERESTS & NEEDS are served in the time you have today (this week; this semester; etc.)
  - Areas to consider: Academic, Social, Personal, Work, etc.
- If you are not clear, others will define how you spend your time.

Have a PLAN
- Remember the Covey system - have PLANS in quadrant II that you are working toward - it will give you motivation, increase interests/satisfaction, and pave a clear road for how you want to use your time.

Set PRIORITIES
- Once you've identified what to spend time on and your plan, recognize that you cannot do it all - TIME CONFLICTS
- Make ACTIVE DECISIONS on how to use your time
- If you are not active, time may be spend/wasted on lower priorities (this will increase stress around not completing the higher priorities)

BREAK-IT-DOWN
- Large blocks of time are great, but they are prone to wasting time – break large blocks down into smaller time chunks - each with a specific purpose;
- Make 'APPOINTMENTS' with others (friends, professors, etc.) that have a specific purpose/agenda; these can break the day up and give you clear objectives for completing goals.

Manage being OVERWHELMED by time demands by keeping busy
- When overwhelmed, students do things like avoiding, stopping efforts all together and procrastinating. It has a weird effect but keeping busy, remembering to breathe, and giving yourself affirming thoughts ("hang in there - this will work out") helps to get past time log jams. Stay the course, use your resources, and avoid avoidance.
- When overwhelmed, remember the following: DOING SOMETHING IS BETTER THAN DOING NOTHING ...

Remember to use RESOURCES for more efficient time management
- People waste time trying to figure things out on their own (Plan A). When Plan A is not working, recognize it quickly and go to Plan B (seeking a resource!). Seeking a resource is nothing more than asking someone else to help, offer an opinion, or provided information (such as class notes).
- Great resources include:
  - Other students / study groups
  - Professors / TAs
  - The Internet
  - Tutors (SMART Learning Commons or MCAE)
  - Writing Consultants (Student Writing Support, MCAE, Peer Research Consultants)
Create a TIME ORGANIZATION SYSTEM that works for you
  o Explore different time systems and weigh the pros/cons for you - not all systems work for everyone.
  o Practice your system daily
    ➢ Sample System: Each night, make a To-Do list for the coming day (or week) and review what was completed that day. Revise the list and order of priorities as the week progresses. Also, keep a calendar near your desk that enables you to 'see' your time commitments for the week/month
  o Other systems include Google Calendar and other phone/computer based apps

• Develop STRATEGIES to improve efficiency/effectiveness in managing time
  o Remain CURIOUS!