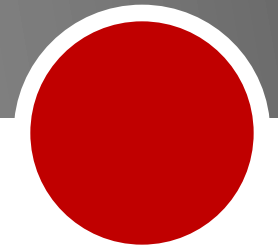
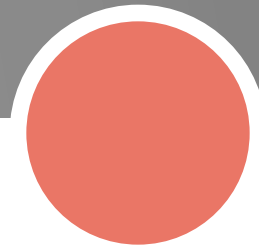
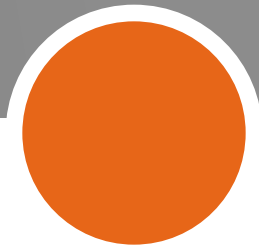
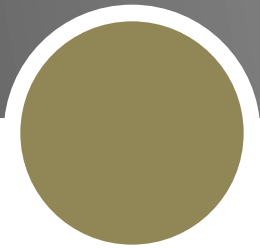
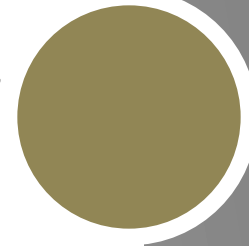


Time Management Part 1

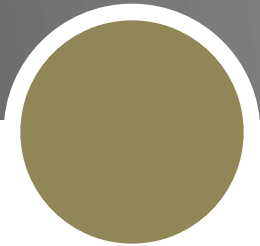


- How do you use your time?
- Think about this at least once per week to see if you need to change anything about how you use your time.
- What causes you to not use your time wisely?
- What controls how you spend your time?
- Look for things you do that aren't necessary.
- Is there a better way to do a task that is more time efficient?
- Spend 10 minutes every night or morning thinking about what you want to accomplish and how much time you have to do it.
- View time as a precious resource that you cannot avoid to waste.
- Visualize where your time goes (sleep, lecture, research, work, study, family, friends).

Analyze Your Time



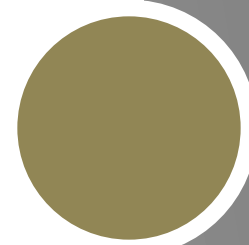
Identify Sources of Wasted Time



- Things in your environment (cell phone, TV, email, web surfing, other people) that are distractions
- Things you do (socializing, being disorganized, striving to be perfect in every task or assignment)
- Saying “yes” every time someone asks you to do something (question if it’s a priority and how important it is)

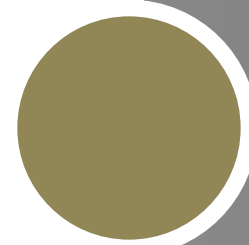
- Cut back on using social networks.
- Have an organized study area.
- Keep a schedule.
- Get an app to record lectures and listen to them while you do chores, workout, etc.
- Know yourself! What do you do well and what do you need to improve on?
- Use your wait time to study (in lines, doctor's offices, between classes, etc.). Always have something with you to read, work on, or think about.
- Know your limitations and when you need to rest.
- Set goals! Know what you're trying to achieve.

What Can I Do Differently?



- Think before you act.
- Have a strategy for how to use your time.
- Make sure your time is productive.
- Make a commitment to spend the energy necessary to accomplish a task.
- Find or create a good environment to work in.
- Get motivated!
- Negotiate with family members to help with some of your responsibilities.
- Develop more positive habits and routines to decrease the amount of time you waste and save energy that you would lose deciding what to do with your time.

What Can I Do Differently? (Continued)



Disorganization



- Searching for misplaced items
- Stopping and starting many times before you complete a task
- A messy study area; Clutter impedes productive thoughts and your effectiveness.
- Have a place for everything you keep in your study area (organized study area).
- Complete each task you start before getting involved in another task if possible (tackle your priorities first).
- If you're interrupted, return to your task quickly.
- Have a way you keep all of your papers/notes for college organized (notebooks, folders, etc.).

Procrastination



- Is usually related to how you feel about a task
- Tasks that are boring, difficult, or unpleasant are often put off.
- Start on a task and commit yourself to working on it for at least 15 minutes. Then, evaluate how you feel.
- Often, once we take action, our motivation increases and we want to continue the task.
- Don't waste time checking with other people before starting a task.
- Delaying things only brings on a crisis.

Procrastination: Continued



- Set a deadline and stick to it.
- Give yourself a reward for finishing on time.
- Ask someone in your support system to check up on you.
- Plan to do difficult or unpleasant tasks first instead of putting them off.
- Break large tasks into smaller tasks.
- You must either be going forward or backwards. If you're standing still, your goal is getting away from you.
- The quality of your work suffers when you do it last minute.

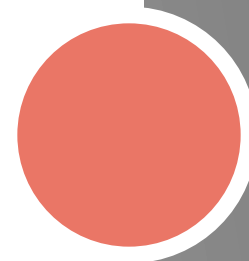
Perfectionism



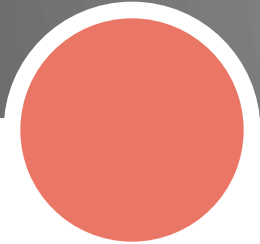
- Spending a great deal of time checking and rechecking to make sure your work is perfect
- Invest more time in the most important tasks instead of rechecking all tasks.
- Do not allow yourself to be in a crisis about whether or not something is perfect.
- Think about how you normally get into crisis mode so you can change that pattern.
- Don't overanalyze everything!

- Decreases stress
- Structures your future
- Helps you see how to get to where you want to be
- Increases your chances of achieving your goal
- Results in less effort expended to complete the task than if there was no plan
- Identify resources to help you meet your goals
- What might go wrong and cause me to not complete an assignment or prepare for a test in a timely manner?
- Decide what to do and when/how to do it
- Increases your sense of control over the results of your assignments

Planning

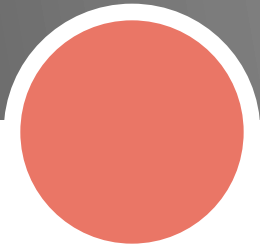


Keep a Calendar



- It isn't possible to just remember everything!
- Record everything on a calendar and a wall chart that you look at daily.
- Weekly....Routine adds stability.
- Daily
- Schedule time for review after lectures, time to talk to instructors, time to read your textbooks, do research, and have study groups.

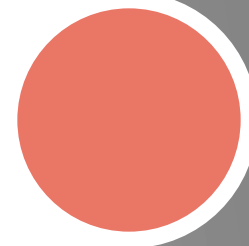
To Do List



- Keep one list for everything related to college that requires your attention.
- Convert your thoughts into action language...."read my textbook"..."speak to my professor about my test grade"
- Increases your efficiency by 25% right away
- Organizes your time and gives you a guide for your day
- Decreases stress and worry about forgetting something

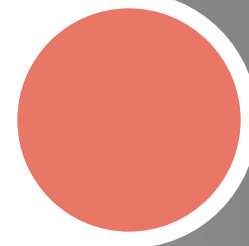
- To do list ...must do (things to focus on first), should do, would be nice to do
- Identify things that don't really need to be done and choose not to do them when you're in a crunch for time.
- Put other things off until your studying is complete.
- Decide what to do and when to do it!
- Deadlines dictate priorities! Know your due dates (deadlines), set a start time, and steps to the goal.
- Review what you have accomplished at the end of each day. Expect that there will be some items on your to do list that you will carry over to the next day's list.

Set Priorities



- Expect that there will be pressure from many sources (family, college, work, etc.) and sometimes these things will compete for your time and attention.
- Drop one leisure activity while you're in college.
- Explain to family and friends that you must be alone to study. You need your undivided attention and concentration to be on your studies during that time.
- Negotiate an agreement for your undisturbed study time and have a set time for this.
- Set boundaries with people in your life!
- Study away from home if you have to.
- Don't let friends drain your emotional energy.

Dealing with Pressure



Credits

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