Time Management ... Some Thoughts & Considerations

• Be clear on WHAT & HOW you want to spend your time.
  o What is your PURPOSE?
  o 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.
  o If you are not clear, others will define how you spend your time.

• Have a PLAN
  o 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
  o Once you've identified what to spend time on and your plan, recognize that you cannot do it all - TIME CONFLICTS
  o Make ACTIVE DECISIONS on how to use your time
  o 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
  o 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;
  o 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
  o 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.
  o When overwhelmed, remember the following: DOING SOMETHING IS BETTER THAN DOING NOTHING ...

• Remember to use RESOURCES for more efficient time management
  o CONSULTATION, CONSULTATION, CONSULTATION - people waste much 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 (or consultation). Consultation is nothing more than asking someone else to help, offer an opinion, or provided information (such as class notes).
    o Great consultation resources include:
      ▪ Other students / study groups
      ▪ Professors / TAs
      ▪ The internet
      ▪ Tutors (free or for pay)
      ▪ Editors (for writing assignments)
In business, employers rely on consultation regularly - it's how work/projects get done in a timely manner. Why wait for your first job to start practicing this valuable skill - start now.

- **Create a TIME ORGANIZATION SYSTEM that works for you**
  - Explore different time systems and weigh the pros/cons for you - not all systems work for everyone.
  - Practice your system daily
  - For me, I use index cards - each night, I make a To-Do list for the coming day (or week) and review what I completed that day. I revise the list and order of priorities as the week progresses. I also keep a calendar by my desk that enables me to 'see' my time commitments for the week/month (this helps with ANTICIPATING commitments needing my time)
  - Other systems include PDAs / Palm Pilots & computer-based organizers

- **Develop STRATEGIES to improve efficiency/effectiveness in managing time**
  - Remain CURIOUS!