



TIME MANAGEMENT

SELF-TALK

Ask yourself: “What is the best use of my time right now?”

Practice asking yourself that question until it becomes a habit!

YOUR JOB: Student

Being a student is a full-time job. In order to function effectively, you need to learn to manage your time effectively. Remember, part of your learning experience as a student consists of learning to manage your own time.

ALL TIME IS FREE TIME

Everyone has the same amount of time available to do whatever it is they need to do—168 hours per week. But, you say, how can all of my time be free time when I have classes, labs, work, and so on? True, but remember YOU have chosen to be a student, YOU have chosen to take whatever courses you are currently taking, YOU have chosen to participate in whatever extracurricular activities you are involved in, YOU decide when to eat, sleep, socialize, etc. So remember—YOU make the choices as to how you spend your own time.

WHERE DOES YOUR TIME GO?

REMEMBER—Time which is unplanned tends to be frittered away on nonessential or low priority tasks which could better be postponed or even completely ignored and forgotten.

HOW TO PLAN YOUR TIME

Self-Monitoring

1. Keep a diary of your daily study activities for one week. Record the date, place, the time you start and stop studying, the type of study activity engaged in, any thoughts and feelings which you may have had before and after studying.
2. After collecting data for one week, implement a program for gradual self-improvement. How much time did you spend in study? Was it good, quality time or were you daydreaming or distracted? Did you avoid certain subjects which you dislike? Were the places in which you studied conducive to good study? What were you telling yourself about studying? Did you associate any particular feelings with study, e.g., anxiety, depression, anger, joy, well-being?

MAKE A LIVING SCHEDULE, NOT JUST A STUDY SCHEDULE

1. Record all fixed time commitments throughout the week—classes, labs, working hours, etc.
2. Schedule other routine daily activities—eating, sleeping, dressing, etc.
3. Schedule your study times in twenty to fifty minute blocks followed by 5 to 10 minute breaks. Schedule specific subjects for specific times.
4. Schedule times for recreational and social activities following your periods of study.
5. Avoid too much detail and overplanning.
6. Allow adequate time for sleep, well balanced meals, and exercise.
7. Adjust your schedule when necessary—**BE FLEXIBLE**. Your schedule is meant to allow you to control your own time, not to let time control you.
8. Follow your schedule for several days or even weeks. If you deviate from your schedule, **DON'T BE DISCOURAGED**. Get back on your schedule or revise it if it is unrealistic.

HOW MUCH SHOULD YOU STUDY?

There is no hard rule. Experiment in order to find the amount of study time appropriate to meet your needs. As a rough guideline, try spending at least 30 to 35 hours per week in academic activities (classes, labs, and study).

TIME MANAGEMENT GUIDELINES

TO MANAGE YOUR TIME MORE EFFECTIVELY, YOU SHOULD:

1. Plan your time wisely. Those who fail to plan are planning to fail!
2. Establish “Goal Statements” and you will:
 - a. know where you're going and what you want to accomplish
 - b. be motivated to accomplish your goals
 - c. invest your time in a much more meaningful way
3. Update your “Goal Statements” continuously.
4. Prioritize your “Goal Statements”, using 1-2-3 ranking. 1= extremely important; 2= somewhat important; and 3= little importance.
5. Identify those activities you must accomplish to reach your goals.
6. Identify obstacles which will prevent you from accomplishing your goals.
7. Schedule your activities, allowing time for (1) essential activities, (2) routine tasks, (3) previous commitments, and (4) interruptions and crisis situations.
8. Allow yourself planning time. In the evening, schedule your activities for the next day.
9. Allocate at least one hour a day for uncommitted time to take advantage of targets of opportunity or unanticipated demands on your time.
10. Eliminate “must” activities quickly to allow time for more demanding activities. Eliminating “musts” will reduce tension and anxiety caused by interruptions and distractions.
11. Prepare a “daily activity list” in priority order.
12. Learn to say “NO”!
13. Establish a routine of when and where people can reach you. If people know when you're available, they will contact you during that time and not interrupt or distract you throughout the day.
14. Learn to delegate!
15. Ask this question at all times: “What is the best use of my time at this moment in light of my goals?”

TIME MANAGEMENT TECHNIQUES

1. Never dwell on failures, as you can do nothing about them and it uses up valuable time.
2. Never feel guilty about those things that you did not do or accomplish.
3. Get satisfaction from every minute of the day, since all time is critical.
4. Keep your watch five minutes ahead to avoid late arrivals and get a head start on the day.
5. Place index cards in your pocket, purse, wallet, or planner to write down ideas or notes to remember.
6. Revise your Goal Statements monthly to eliminate outdated ones and add new ones.
7. Set appropriate levels of television and computer time each week.
8. Seek new techniques each day that can be used to gain time.
9. Get up early each day and get a head start on the day before other people begin.
10. Have a light lunch so you don't get sleepy in the afternoon, lowering productivity.
11. Evaluate all habits and eliminate those you don't need.
12. If you have to wait, use the time to relax, plan or do something that you would have had to use other time for.
13. Accomplish those activities prioritized as 1's and possibly 2's, but eliminate 3's.
14. Eliminate nonproductive activities.
15. Allow yourself extra time to concentrate on high priority items.
16. Use your time in school wisely to avoid bringing work home.
17. Review your Goal Statements daily and identify those activities necessary to accomplish each. Add these activities to your daily activity list.
18. Plan in the evening so you can get a good start on the next day's activities.

ANALYZING HOW I SPEND MY TIME

To help analyze how you spend your time, ask yourself the following questions.

- When do I waste time?
- When do others waste my time?
- What unnecessary task can I eliminate to gain time?
- What time of the day am I most productive?
- What time of the day am I least productive?
- What time(s) of day do I have long segments of time available or that I could make available?
- What time(s) of day do I have short segments of time available or that I could make available?

