

Success Services TIP SHEET

Time Management



Remember:

- * Time management is the way a student controls or schedules his or her time.
- * Time management and goal setting are perhaps the most essential of all study skills.
- * Learning good time management is an accrued skill and takes practice and discipline.
- * Learning to use time management to balance your academic, work, and leisure time leads to greater productivity, more successes, and less stress.
- * This is a lifelong skill that will benefit a student not only in college but in their professional and personal life after college.

Why Is Time Management Important?

- ◆ Being able to accomplish your goals depends, in part, on your ability to make the most efficient use of the time that you have available for study. In college, most of your work must be completed outside of class.
 - ◆ In high school, your study time was fairly well defined or structured...you had study hall during the day, hours before or after supper were set aside for homework, and parents and teachers may have been there to make sure you completed your work. In high school the amount of time that you were in class was set from early morning to mid or late afternoon
 - ◆ In college, you do not have the kind of structure or monitoring and the amount of time that you are in class is much more variable.
- ◆ Learning to schedule your time is a complicated task but ultimately good time management skills can actually save you time.

Ways to Organize Your Time

1. Use a schedule or schedules to manage your time. Well-designed schedules serve as road maps to guide you:

- through the months of a term,
- through the weeks,
- and through each day

2. Study in one-hour blocks

- As you schedule your study tasks, break them down so that they can be accomplished in one-hour blocks of time.
- Study, write, read, or do problems for fifty minutes.
- After fifty minutes, take a ten minute break.

3. Switch subjects to maintain your motivation to study.

- For example, by alternating between reading psychology and working algebra problems you can get more done without becoming bored and tired
- If you have a large block of time to study, you should switch subjects every hour

4. Plan rewards...like:

- ordering a pizza after finishing a tough assignment,
- work hard to complete your studying to watch a favorite television show,

going to a party can be a reward for completing one or two specific study goals.

5. Tackle difficult assignments first.

Think about the courses you are taking this semester. Is there one class that you really like? Is there one course that you dislike? Do you have a class that is really easy? Do you have a class that is really hard?

- It is very common for students to first do the coursework for the classes they love or the classes they think are easy.
- However, this isn't the best strategy. Do the assignments you dislike first and get them out of the way.



- By leaving the assignments that you enjoy for last it is easier to complete your "to do" list.

6. Work until you finish scheduled tasks.

In high school, you may have studied for a specific amount of time. You did whatever you could in that time period and then closed your books. In college, you need to get into the habit of working until you complete all the tasks that you scheduled for the day.

7. Work ahead

- You will find college much less stressful if you get out of the habit of doing Tuesday's assignments on Monday. Instead, get in the habit of doing the work due Tuesday on Sunday or even on Friday.
- Being a little ahead of the game will give you a feeling of security.
- You should always work ahead on long-range assignments...schedule one to two hours each week to work on a research paper or project

Strategies to Avoid Procrastination

#1 Use your intrapersonal Intelligence.

- *Explore when and why you procrastinate about a specific task.*
- *Use those insights to identify appropriate strategies to deal directly with the underlying issues.*

#2 Identify a purpose and meaning.

- *Avoid labeling a task as “meaningless, stupid, or boring” or expressing a negative attitude toward a task. These attitudes lower motivation and negatively impact your self-image Find a purpose or a valid reason for the task*

#3 Create an interest.

- *Engage a family member, a roommate, a tutor, or a study group to work with you on a task*
- *Seek alternative sources of information, such as a video, internet search, magazine, or book related to the topic. Because once you become familiar with the topic, your interest often increases.*

#4 Take charge of the situation.

- *Gather up all the supplies or materials you need to get started.*
- *Select an appropriate work environment.*
- *TAKE CHARGE and take responsibility for the situation!!*

#5 Prioritize and stick to the order.

- *When you feel overwhelmed or overextended, make a list of tasks that must be done.*

#6 Be flexible and willing to change.

- *Be willing to give up the attitude that “I have always done things this way.”*
- *Be willing to try new strategies and to create new patterns of thinking and new patterns of behavior.*

#7 Face your fear of failure.

- *Focus on your positive traits, your accomplishments, and the skill you have acquired.*
- *Use positive self-talk and affirmations*
- *Build your self-confidence by mentally rehearsing the steps of the task several times before you begin.*

#8 Visualize success.

- *Create a mental picture of yourself working through a task, feeling positive about your work, and completing the task on time.*

