

TIME MANAGEMENT GUIDELINES

Time management should be an integral part of the way you perform your work. Developing good habits is essential to being successful in college and in your personal life. But too often students do not understand the importance of time management and do not realize unmanaged time is an obstacle to their success. The strategies being offered here are meant to jump-start your effort in becoming a better time manager.

Before you get started, ask yourself:

1. Where does my time go?
2. Where do I want my time to go?
3. Where do I learn to learn how to manage my time?

Where to start?

- Write down all of your activities during a 24-hour period and on a weekly basis.
- Determine the deadlines (important vs. urgent) for these activities.
- Decide where you want your time to go (needs vs. wants).

Develop good habits:

- Set goal(s)
 - Define your goal(s).
 - Be specific: make it measurable and within a certain time frame (by when).
 - Determine short-term or long-term.
- Set priorities
 - Know the difference between needs vs. wants.
 - Identify the difference between important vs. urgent.
 - Determine deadlines.
 - Use the **80/20 Rule**: 80% of typical activities contribute less than 20% to the value of our work. Focus on the most important 20% of your tasks.
- Plan your time
 - Identify the needs.
 - Prioritize according to urgency.
 - Set deadlines.
 - Focus on one task at a time.
 - Break larger tasks into smaller, more manageable ones.
 - Complete the most difficult, least desirable task first.

**Do you love life? Then
do not squander time,
for that is the stuff life
is made of.**

✎ Benjamin Franklin

- Develop and write down a realistic schedule.
 - Record your known class assignments, including quizzes, tests, projects and papers.
 - Record co-circular activities, including work hours, meetings, and social and personal commitments.
 - Update your schedule regularly (assignment due date changes, added assignments and planned activities.)
 - Assess and plan your weekly schedule, keeping in mind any changes.
 - Adjust your schedule each day by writing down your daily schedule with any uncompleted tasks from the previous day, then assessing the priorities.
 - Evaluate your schedule in the morning and again in the evening – this gives you a chance to see what is working and what is not working so adjustments can be made for the next day.

- Track and monitor your use of time (allows you the flexibility to adjust your schedule when changes in task deadlines occur or the task becomes unrealistic.)
 - Use a Time Log (3- to 7-day)* **“OR”**
 - Use the A, B, C method*
 - * (See “Methods for Tracking and Monitoring Your Use of Time” handout.)

- Develop a “NOW” habit (start everything right away.)
 - Do not “Procrastinate.”
 - Avoid demands and interruptions from peers, bosses, or friends.
 - Be “self-motivated.”

- Avoid time stealers.
 - Focus on one task at a time.
 - Manage interruptions in a way that uses time effectively.
 - Apply methods for overcoming procrastination.
 - Use technology to improve the management of your time.

- Always have a day planner or PDA available to use.
 - Acquire a day planner, daily/weekly calendar or PDA to organize your schedule.
 - Organize your life so your time is managed effectively.
 - Have a quiet, separate space to study.

Time management skills are not taught as a separate course in school. An individual needs to learn the skills necessary to become a good time manager. Using the strategies set forth lays a solid foundation and gives you a starting point for good time management habits, but only practice will improve your skill level. Learning good time management habits takes time and is work. Once these habits become second nature, it will lead to less stressful and more productive lives. It leads to **“success.”**