

# TIME MANAGEMENT



The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one.

-Mark Twain

# TIME

To realize the value of one year:  
Ask a student who has failed a final exam.

To realize the value of one month:  
Ask a Mother who has given  
birth to a premature baby.

To realize the value of one week:  
Ask an editor of a weekly newspaper.

To realize the value of one hour:  
Ask the lovers who are waiting to meet.

To realize the value of one minute:  
Ask a person who has missed  
the train, bus or plane.

To realize the value of one second:  
Ask a person who has survived an accident.

To realize the value of one millisecond:  
Ask the person who has won a  
silver medal in the Olympics.

Time waits for no one.  
Treasure every moment you have.



# TIME MANAGEMENT

## 1. Why is learning about time management important?

- Reduces stress & anxiety.
- Reduces the fear of failure.
- Reduces completing tasks at a mediocre level.
- Preparation improves your confidence.
- Preparation makes the day run more smoothly.

## 2. Are your priorities realistic?

How many things do you commit to?

- \_\_ Work
- \_\_ Family
- \_\_ Friendships
- \_\_ Activities
- \_\_ School
- \_\_ Spiritual life
- \_\_ Volunteer work
- \_\_ House work
- \_\_ Exercise program
- \_\_ Other \_\_\_\_\_

## 3. Do you feel over extended? Too much to do and not enough time to do them?

- Do you plan ahead?
- Are you realistic about the time it takes to complete an assignment?
- Are you aware of the **1-unit = 2-hour study rule**?
  - For every unit you take you should expect to study two hours a week.
  - If you are a full time student taking 12 units you will study close to 24 hours a week.  
(12 units x 2 hours a week = 24 hours of study time)
  - If you attend classes for 12 hours a week (12 units) and study 24 hours a week you can expect to have a 36-hour a week commitment to your college education.

## 4. Studying!

- Figure out your peak learning time during the day.
- Try and study at the same time every day.
- For maximum retention, study in 50 minute intervals. (See what works for you! Maybe every 20-30 minutes!)
- Take a five-minute break after a 50 minute stretch to let the information “sink in”.
- Study in an area conducive to learning.
- Keep interruptions and noise to a minimum.
- Be fed and rested.
- Pace yourself. Going too fast leads to errors and going too slow results in boredom.
- Use different learning styles to increase retention. Stand up, walk, pace, talk out loud, sit near a window for natural light, have a study partner.

## 5. Can you say “NO!”?

- Being able to say no is a skill that a person needs to learn.
- If you are asked to do something that will affect your studies: Check to see if it's something you really want to do. Consider how it will affect your study time or college success. Ask yourself if it will create stress that you would rather do without.
- Think about delaying your answer in order to figure out what you want to do and perhaps compromise a solution for another time.

## 6. Reward Yourself!

- Rewarding yourself for completing a task is an important part of being a student. Psychologically we need some sort of recognition of a job well done. Some short term rewards can be watching a recorded TV show, talking to a friend on the phone, having coffee with someone or buying a CD.
- Long-term rewards are used when a big test or paper is finished, a semester is completed, a certificate or a degree is obtained. These require some more meaningful rewards such as a trip to the mountains or to the beach, a visit to a museum or gallery, live music or live comedy. The idea is to treat yourself to something special (for free or for cheap).
- Rewards should be meaningful and should make you feel good.

## 7. Planning your time.

- Make a list of *things to do today* and keep it reasonable.
- Make use of an appointment book to keep track of your schedule.
- A perfect tool for the student is the 8 1/2 x 11 monthly calendar book that opens up into an 11 x 17 page per month. This calendar allows a student to record all required work for the semester, day by day. At a glance you can see what is due and what is coming up.
- Use color highlighter to emphasis important assignments.
- Make sure you give yourself free time for fun and relaxation.
- Make time to reward yourself.
- Remember to look at your calendar every day.



# How Well Do You Plan?

Circle the number that best describes you

	<i>NEVER</i>	<i>SELDOM</i>	<i>SOMETIMES</i>	<i>OFTEN</i>	<i>ALWAYS</i>
How often do you plan in an effort to keep life from running out of control?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Do you put daily plans on paper?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Do you allow flexibility in your plans?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often do you accomplish your plans for a given day?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often do you plan time for what matters most to you?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often is your daily plan destroyed by urgent interruptions?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

## Add up your score and compare:

### **6-10: Your time management skills are negligible.**

You should consider using new tools and processes to help you plan effectively. Consider looking at some websites or reading a time management book.

### **11-15: You have some rough time management skills.**

You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life.

### **16-20: You are an average planner.**

Your planning system is working, but you can do better. You may need help focusing on your priorities or dealing with urgent interruptions.

### **21-25: You are a good planner**

Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most in your life.

### **26-30: You have excellent planning skills, but be careful you don't burn out.**

You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.

Quiz written for USA WEEKEND by time management expert Hyrum Smith, Chairman of the Franklin Covey Co.

## Using Time Wisely

1. Develop blocks of study time. – How long does it take for you to become restless or for your mind to wander? 30 minutes? 50?
2. Schedule weekly reviews and updates
3. Prioritize assignments when studying. Begin with your most difficult subject first
4. Develop alternate study places that are free from distractions
5. Use "dead time" (i.e. waiting for bus or in a line, walking) for a bit of studying.
6. Review study guides and reading material before class
7. Review lecture material immediately after class (Forgetting is greatest within 24 hours without review)
8. Schedule enough time for critical projects (i.e. papers, presentations, test, etc.)

# WEEKLY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
12-6 a.m.								
6-7								
7-8								
8-9								
9-10								
10-11								
11-12								
12-1 p.m.								
1-2								
2-3								
3-4								
4-5								
5-6								
6-7								
7-8								
8-9								
9-10								
10-11								
11-12								
<b>Daily Class Hours:</b>								<b>Class Hours:</b>
<b>Daily Study Hours:</b>								<b>Study Hours:</b>

## ANALYZING HOW YOU SPEND YOUR TIME

Use your completed Time Management Log to calculate how much time you spend on each activity listed in the Activities Breakdown below. The blank lines are for any additional situations that take up your time. After you have totaled up all the items you can think of, figure out how much free time you have.

### ACTIVITIES BREAKDOWN

Activities	Hours per Week
1. Class Time	_____
2. Study Time, reviewing, projects, papers	_____
3. Commuting	_____
4. Dressing and eating	_____
5. Hours of employment	_____
6. Responsibilities at home	_____
7. Telephone	_____
8. Television	_____
9. Dating, outings, sports, movies, clubs, etc.	_____
10. Sleeping	_____
11. _____	_____
12. _____	_____
	Total: _____

Total number of hours per week = 168

Subtract your total \_\_\_\_\_

Total free hours per week \_\_\_\_\_

**Personal Response Check:** As a result of analyzing my time log

(1) I realize that:

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(2)

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Time exists so everything doesn't happen at once; space exists so everything doesn't happen to you.

-Proverb

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00a					
9:00a	---9:55---	---9:55---	---9:55---	---9:55---	
10:00a	ESCI 115 Kaisler	HIST 107 Soremkun	ESCI 115 Kaisler	HIST 107 Soremkun	
11:00a	---11:20---	---11:20---	---11:20---	---11:20---	
Noon					
1:00p		---1:05--- ENG 101		---1:05--- ENG 101	
2:00p		Salwak ---2:30---		Salwak ---2:30---	
3:00p	---3:40---				
4:00p	SPCH 101				
5:00p	Buckalew				
6:00p	---6:50---				
7:00p					
8:00p					
9:00p					
10:00p					

# Using A “To Do” List

Get accustomed to using a small notebook. Carry it with you and update as you go about your day!

- Beginning the evening before, list the things you wish to accomplish the next day. Include household tasks, personal tasks, and school tasks.
- Add to the list as you go through the day as needed.
- Prioritize in some way (☆, ☆☆, ☆☆☆; 1, 2, 3; A, B, C) and try to tackle high-priority items first.
- Check off each item as it is finished,
- Carry over those that aren't completed to the next day. After three days, if a task is still not finished, re-evaluate its importance. You may wish to assign a different priority, do it right then, or eliminate it from your list.

Consult it often and make a commitment to follow it.

Using a list will keep you organized, get things done and remove stress as you complete tasks.

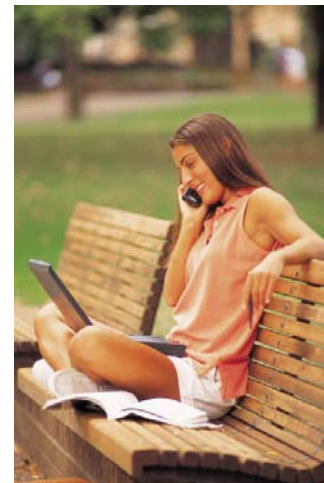
THINGS TO DO TODAY	THINGS TO DO TODAY
Date: <u>October 25, 2007</u>	Date: _____
<u>1</u> 1. <u>Type abstract for bio paper</u> <input type="checkbox"/>	___ 1. _____ <input type="checkbox"/>
<u>2</u> 2. <u>Meet Michael for lunch</u> <input type="checkbox"/>	___ 2. _____ <input type="checkbox"/>
<u>2</u> 3. <u>Buy printer paper</u> <input type="checkbox"/>	___ 3. _____ <input type="checkbox"/>
<u>2</u> 4. <u>Make EOP&amp;S appt.</u> <input type="checkbox"/>	___ 4. _____ <input type="checkbox"/>
<u>3</u> 5. <u>Pick up Halloween costume</u> <input type="checkbox"/>	___ 5. _____ <input type="checkbox"/>
<u>1</u> 6. <u>Pay phone bill</u> <input type="checkbox"/>	___ 6. _____ <input type="checkbox"/>
<u>3</u> 7. <u>Car wash</u> <input type="checkbox"/>	___ 7. _____ <input type="checkbox"/>
<u>1</u> 8. <u>Turn in lab report</u> <input type="checkbox"/>	___ 8. _____ <input type="checkbox"/>

## 15 LEADING TIME WASTERS

(Adapted from How to Make the Most of Your Time; US News and World Report)

1. Telephone interruptions
2. Visitors dropping in without appointments
3. Meetings, both scheduled and unscheduled
4. Crisis situations for which no plans were possible
5. Lack of objectives
6. Cluttered desk and personal disorganization
7. Involvement in activities that should be given to others
8. Attempting too much at one time
9. Failure to set up clear lines of responsibility
10. Inadequate, inaccurate or delayed information
11. Indecision and procrastination
12. Lack of, or unclear communication and instructions
13. Inability to say "NO!"
14. Lack of reports that enable managers to track development
15. Fatigue

Think of your study time as a small business. You are investing in yourself. How many of these 15 Leading Time Wasters apply to your life? What can you do to change that?



# MAKE YOUR TIME YOUR OWN

1. All your time is time to be used. Get satisfaction out of every moment!
2. Find something to enjoy in whatever you do.
3. Try optimism and seek out the good in life.
4. Always find a way to build on your successes.
5. Stop regretting. Learn from your mistakes.
6. There is always enough time for the important things. If it is important, you will find time for it.
7. Frequently look for ways to free up your time.
8. Examine old habits and look for ways to change or eliminate them.
9. Use waiting time to review your notes or homework.
10. Keep a notebook with you to jot down ideas, notes and “to-do” items.
11. Examine your goals monthly and revise when necessary. Be sure to include your progress.
12. Remind yourself of your goals by posting signs in your home or office.
13. Always keep in mind those goals.
14. Plan ahead either before you start your day or the evening before. Set priorities for yourself.
15. Develop a list of specific daily tasks, prioritize and complete the most important ones ASAP. Evaluate your progress at the end of the day.
16. Look ahead in your planner and try to anticipate what is going to happen to help schedule your time better.
17. Reward yourself when you get things done, especially your high priority items.
18. Do first things first.
19. Have confidence in yourself and your prioritization skills. Stick to them!
20. When procrastinating, ask yourself this: “What am I avoiding?”
21. Start with the most difficult tasks and the worst is done!
22. Try to catch yourself when involved in unproductive tasks and bring it to an end.
23. Find the time to concentrate on the high priority tasks.
24. One thing at a time.
25. Put efforts into areas that will provide long term benefits.
26. Be persistent, especially when on your game.
27. Think on paper. Writing your thoughts makes it easier to modify and evaluate.
28. Set deadlines for yourself.
29. Delegate responsibilities when possible.
30. Know when to ask for help.

Adapted from A. Lakein., *How to Get Control of Your Time and Your Life* and “Time Tips”, Dartmouth College