

# Time Management

“The shorter way to do many things is to only do one thing at a time.”

Something to think about:

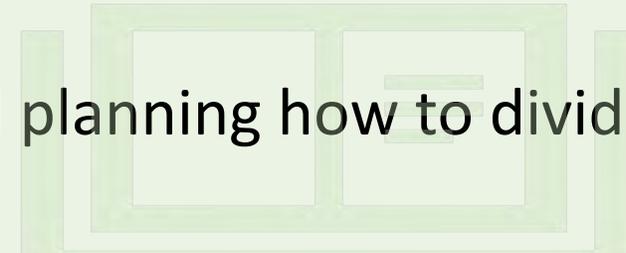


## What is Time Management?



We all get the same 24 hours – so why do some people achieve more in their lives than others? One answer? *Good time management skills!*

- Time management is the process of organizing and planning how to divide your time between different activities.
- Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight and pressures are high.



Something to think about:



## How Well Do You Manage Your Time?

**Start by assessing your existing approach.**

- Do you organize your time so that you get the important things done well?
- When you make time to do something, are you able to focus – and get it finished?
- Can you balance your time between different activities?
- Do you make time for yourself ?

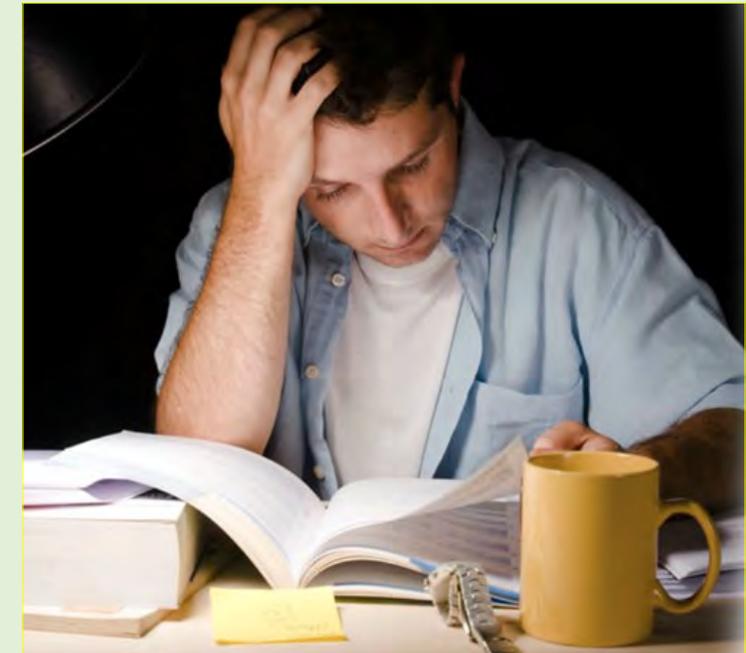
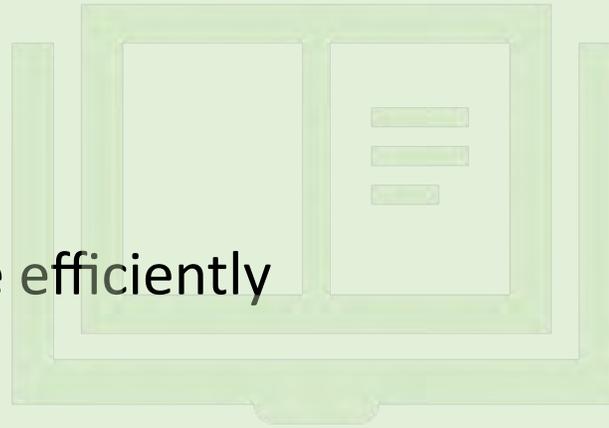


Something to think about:



# The Benefits of Good Time Management

- Reduces stress
- Increases energy
- Helps you to achieve your goals more efficiently
- Prioritizes what's important
- Reduces procrastination and boosts your confidence
- Moves you along in your education and eventually your career
- Allows for greater productivity and success



Something to think about:



## Make time for your education

- 1 unit/hour of class = 2 hours of study time a week
- 12 units/hours x 2 hours = 24 hours of study time a week
- 12 units/hours of class + 24 hours of study time a week = 36 hours a week towards your education.

**Being a full time student is your full time job.**



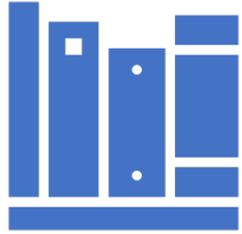
## Something to think about:



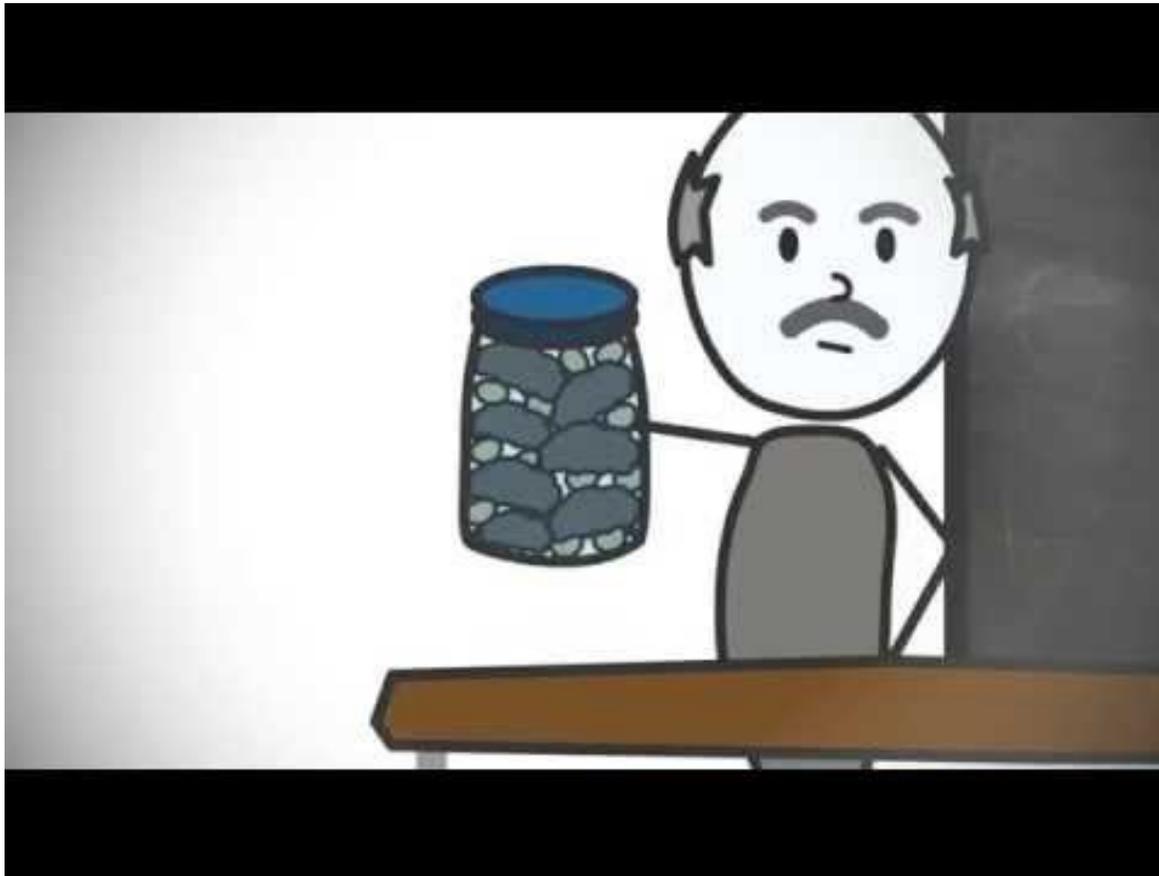
# Managing your time will help you to achieve your educational goals

- A set schedule gives you more control over your day to day life.
- If you carry 12 units or more, college is your “job”, which makes being a college student your priority.
- Adding more activities to your schedule is your decision, but ask yourself first, will this help me reach my educational goal?
- Learn how to say “no” *kindly* to friends, family and work. This is a life skill that gets easier with practice.
- Include free time in your day.
- Reward yourself for successes, big and small!





# How do you spend your time?



Think of a recent week in your life and consider:

The things you enjoyed doing.

The things you had to do.

The things you didn't want to do.

The things that stole your time away.

The things you did that made you wish you had more time.

Now, Reflect

Are you using your time wisely?

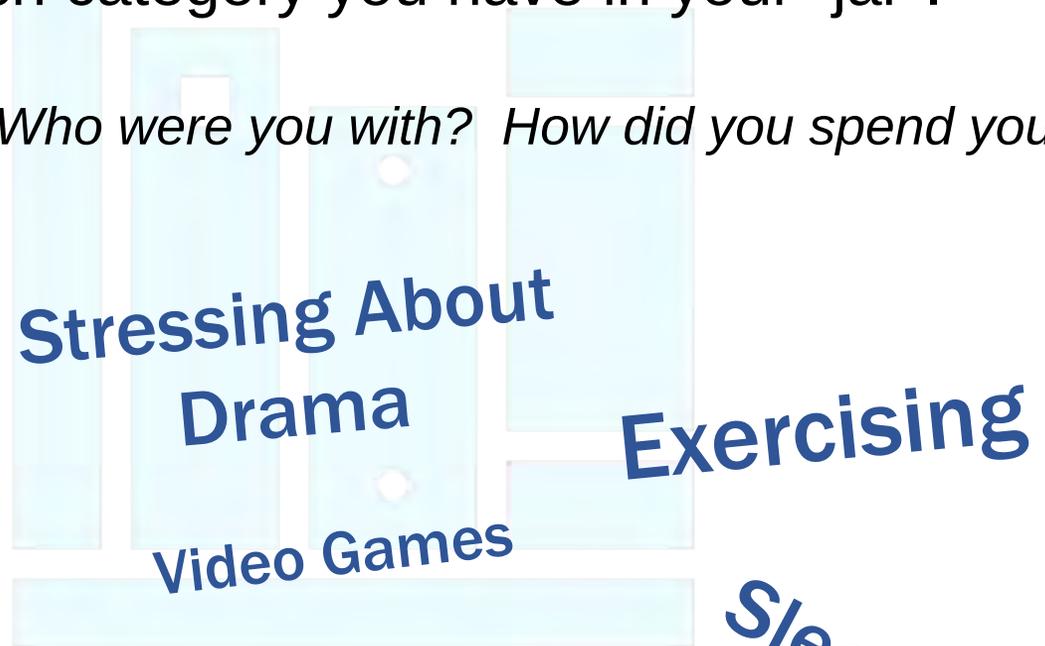
Are you using your time the way you want to use it?



# Rocks, Pebbles & Sand

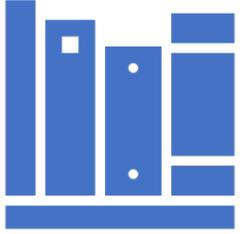
On a piece of paper make three columns, write: rocks, pebbles and sand at the top of each column. Now, list the things that fall into each category you have in your “jar”.

*If you get stuck...recall how you spent the last few weeks. Who were you with? How did you spend your time?*



**Think about...**

- Family
- Work
- TV Shows
- Social Media
- Classes
- Shopping
- Cleaning
- Spirituality
- Studying
- Meals
- Stressing About Drama
- Video Games
- Exercising
- Commuting
- Relationships
- Sleeping



# What did you write down?

Look at your lists, are you satisfied with your “rocks”?

How about your pebbles and sand?

Is your education under rocks, pebbles or sand?

Do these lists reflect your priorities in life?

Rearrange your lists to show your preferences.

How can you make those changes stick?



Activity:



# Time to Analyze How You Spend Your Time

Start with one category at a time using this [fillable schedule: https://bit.ly/2KnMpQR](https://bit.ly/2KnMpQR)

Then add up the total number of hours for the week on your Time Management Log:

- Class time
- Study time
- Commuting
- Cooking/Eating
- Working
- TV/Devices
- Exercise
- Free time
- Other



There are  
**168 hours**  
in a week.



Class Discussion:

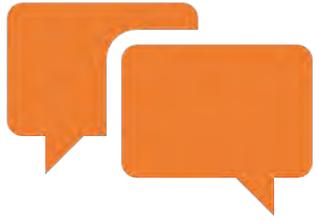


# What are the results of your Time Management Log?

- Did you struggle to write down a consistent routine?
- Do you study enough? Do you study **2 hours** a week for **every class unit**?
- Can you commit to adding more studying time if it is necessary?
- Do you have more free time than you thought you did? Less free time?
- What changes can you make to organize your week better?
- Can you commit to a semester *routine* in order to be more successful?



Class Discussion: What is the most common time waster? Procrastination.



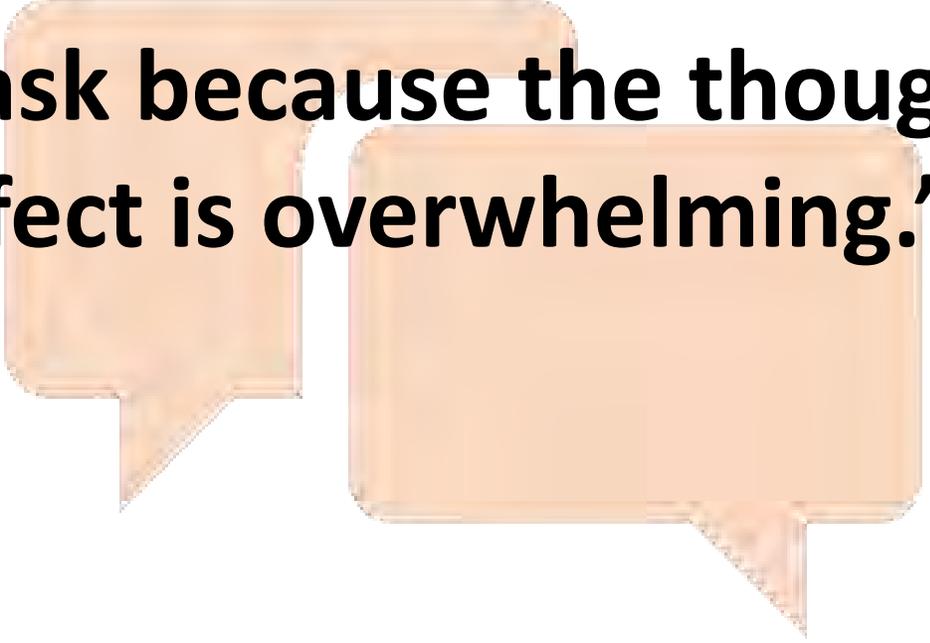
## Are You a Procrastinator?

Did you know that there are different types of procrastinators?

Maybe you can relate to one in the following slides along with strategies to help you.

# Perfectionist:

**“I find it difficult to start a task because the thought of getting every detail perfect is overwhelming.”**



## Ways to help:

- *Focus on what is realistic*
- *Seek support from others*
- *Make “to do” lists that break down big tasks into smaller tasks*
- *Accept that mistakes happen – keep it light*
- *Commit to rewarding yourself for achieving even small goals*

# Worrier:

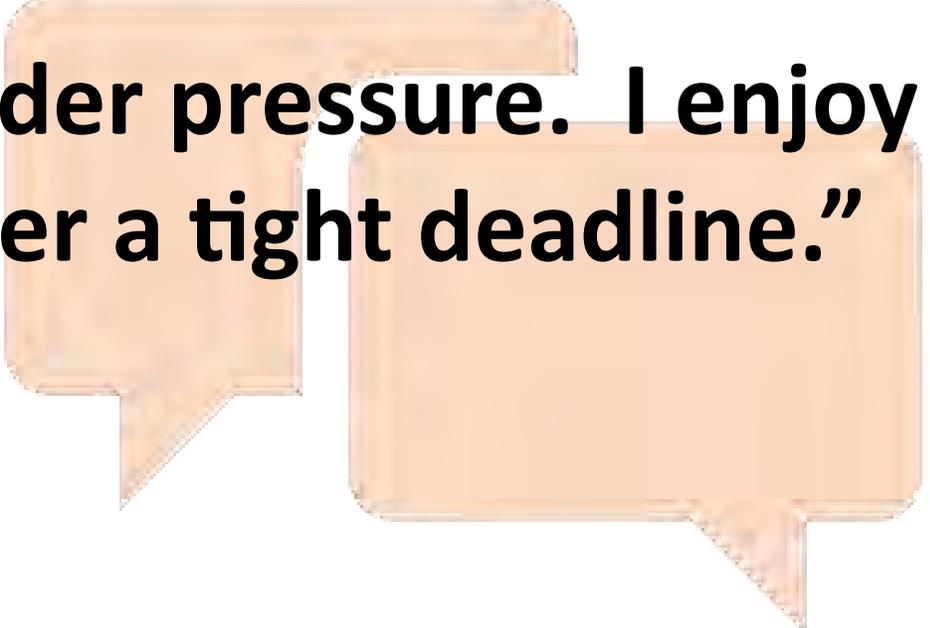
**“That task seems risky and I don’t want to mess up.  
I prefer to stay in my comfort zone.”**

## Ways to help:

- *Learn to make realistic judgements about time needed for tasks*
- *Don’t let the “what if” thoughts keep you from trying*
- *Break down tasks to reduce anxiety*
- *Do at least one thing a day that puts you out of your comfort zone*
- *Try to find at least one exciting thing about each task*

# Crisis Maker:

**“I work best when I’m under pressure. I enjoy the rush of working under a tight deadline.”**



## Ways to help:

- *Remind yourself that you are not going to be turning in your best work if you don't have time to review and reflect*
- *Create “deadlines” for yourself as a way to use your natural need for adrenaline*
- *Engage in other activities to give yourself that feeling of being under pressure such as playing a sport*

# Dreamer:

**“I find the *thought* of doing a task more pleasant to think about rather than *actually* doing it.”**

## Ways to help:

- *Avoid vague goals. Be specific with your plan on how you're going to finish something*
- *Schedule creative time for yourself – play and have fun*
- *Plan out steps of projects or assignments and put them in writing – follow your directions*
- *Follow a calendar and/or use alarms or timers to keep yourself on track*

# Over-Doer:

**“I find it difficult to say no. Sometimes I take on too much and wind up putting off one task for the sake of completing something else.”**

## Ways to help:

- *Recognize your personal limitations*
- *Rank priorities and post the list where you can review it throughout the day*
- *Incorporate time for relaxation and meditation*
- *Learn to say “no” when appropriate*

# Defier:

**“I find it difficult to do something if I don’t think it’s necessary. I prefer to maintain control over situations.”**



## Ways to help:

- *Look for reasons behind assignments and responsibilities*
- *Reflect on ways you could respond rather than just saying “no”*
- *Learn self-calming strategies*
- *Look at the bigger picture when making a choice not to do something*

# Time Management - following a daily schedule- *guarantees* to improve college success!

If you put effort towards changing some of your time management habits, you will notice a difference in your grades, your stress levels, and ultimately, you will see positive progress towards your goals.

