

Time Management



What is Time?

1.

Time Management



What is Time Management?

2.

Time

- ⊕ Measure of units
- ⊕ Equal opportunity—everyone gets the same amount each day
- ⊕ Unusual commodity
- ⊕ Feels like it passes at varying speeds (but it really doesn't)!



Time Management:

- ⊕ Gives us a chance to decide how to spend a valuable resource
- ⊕ Allows us to get the most out of the least
- ⊕ Helps us organize and learn how to spend our time

Learning time management methods is a skill no different than learning to speak another language or figuring out how to word process!!

If you want to get better at it, you can!



Time Management



What are some characteristics of a good time manager?

3.

Time Management Method



What is the time management method, First Things First?

4.

Good time managers:

- ⊕ plan for the unplanned.
- ⊕ follow a schedule that can adapt to changes.
- ⊕ get the important things done.
- ⊕ are productive.
- ⊕ can juggle several activities.
- ⊕ have their short and long term goals in mind.
- ⊕ may keep a daily, weekly and monthly schedule.



Time Management Method

First Things First

(from Virginia Tech division of student affairs)



1. Each night write on a 3x5 card the 6 most important tasks you have to do tomorrow.
2. Number them in the order of importance.
3. First thing in the morning look at the task listed as most important and start working on it until it is finished. Then tackle item 2 the same way, item 3 and so forth until your work or school day are completed.
4. Don't be worried if you only complete 2 or 3 items. You've completed the most important tasks and any other method wouldn't have given you more time to work on the rest of the list.
5. Each night write a new 3x5 card for the next day.

Time Management Method



How do I use the ABC method for time management?

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Time Management



What are some skills using the management process that will help me manage my time?

6.

Time Management Method



The ABC daily to-do's

(from *Take Control of Your Time and Life*, by Alan Lakein)

1. Write out your daily to-do list the night before. Write everything you want to accomplish.
2. Label each task A, B, or C.
3. A's on your list are those things that are most important—assignments due or jobs needing completion.
4. B's on your list are important, but less so than you're A's—B's might become A's someday. These tasks are important but not urgent.
5. C's do not require immediate attention—c priorities are often small, easy jobs.
6. Schedule time for all of the A's. The B's and C's can be done in odd moments during the day.

Avoid C fever—C tasks are usually easier than A tasks. Use your list to keep you on track.

Time Management Methods



The Management Process

(from article "Building Confidence Through Time and Stress Management")

1. Plan—specify what goals you want to achieve. Visualize the end results. Break large goals into weekly and daily priorities and detail the steps to completion. Be prepared for barriers and deal with them in a calm manner.
2. Organize—your activities to achieve your goals. Use project boards, be ready for busy weeks, and organize your work space.
3. Staff—ask for help, delegate tasks, form study groups, take advantage of supportive programs.
4. Direct—use positive reinforcement to motivate yourself. Reward yourself.
5. Evaluate—Monitor your attitude and behavior. Track your accomplishments.

1. Time Management techniques



What are some hints and tricks to help students better manage time?

7.

2) Time Management techniques



What are some hints and tricks to help students better manage time?

8.

Time Management Techniques for Students

(from Becoming a Master Student by Dave Ellis)

- √ Study difficult or boring subjects first.
- √ Be aware of your best time of day—study when you'll be alert.
- √ Use waiting time (study note cards while on the bus or standing in line)
- √ Ask: Am I being too hard on myself? Recognize your accomplishments!
- √ Use a regular study area or a library.
- √ Pay attention to your attention—are you focusing?
- √ Get off the phone.
- √ Learn to say no.
- √ Get ready the night before.
- √ Avoid noise distractions.
- √ Notice how you misuse your time and change your habits.
- √ Ask: Would I pay myself for what I'm doing right now? If yes, keep going!



Time Management Techniques for Students

(from Becoming a Master Student, by Dave Ellis)

- √ Agree with roommates or family members about study time.
- √ At the end of the day, Ask: Can I do just one more thing? If yes you'll increase your overall productivity.
- √ Ask: Am I doing the most important or urgent work first? Keep track of your priorities.
- √ If a task seems hard, get started. Half the battle is beginning..
- √ Schedule time for errands, and for fun.
- √ Start projects early rather than waiting until the last minute.
- √ Allow flexibility in your schedule.
- √ Avoid scheduling marathon study sessions.
- √ Set realistic goals.
- √ Ask: What is one task I can accomplish toward my goal? Then do it!



Where Does Time Go?

It may seem like there aren't enough hours in the week to get everything done. That may be true or it may be that you are not using your time as efficiently as possible. To assess where your time goes, complete the inventory below. Be as honest with yourself as you can. Some of the items are done every day so those will need to be multiplied by 7 to arrive at a weekly total. One item may be done any number of times a week so you'll need to multiply that one by the number of times each week you do it. After you have responded to all the questions, you'll have an opportunity to see how many hours remain during the week for studying, and you'll be better able to evaluate how you might revise the way you spend your time.

Activity On the average...	No. hours day	Multiply	No. days week	Total hours per week
how many hours do you sleep in each 24 hour period, including naps		X		
How many hours do you spend on grooming activities		X		
How many hours a day do you spend on meals, including preparation and clean up		X		
How much time do you spend commuting to and from campus? Include time spent parking and walking		X		
How many hours a day do you spend doing errands		X		
Other activity _____				
How many hours do you spend each week doing co-curricular activities (organizations, church, working out, etc)				
How many hours a week do you work on a job?				
How many hours do you spend in class each week?				
How many hours per week do you spend with friends, going out, watching TV, etc				
Other activity _____				
Total hours per week				*
Hours available per week				
Subtract your total hours per week spent on activities				*
Hours available to study				

Time Management



What is chunking?

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Time Management



What can I do to avoid being a procrastinator?

10.

Chunking means that you study for a set period of time. For example, perhaps you study for 40 minutes and then take a break. Pay attention to your attention—when do you start to lose focus on your studies? That is the time to take a break.



Breaks are important for refreshment and relaxation, and to give our minds and eyes a rest.

Try this!

1. Work to expand the time you spend as quality time studying. If you can pay attention for 30 minutes, try to expand that to 40 minutes.
2. Reward yourself when you reached a study time goal!

Procrastination: Putting off work, postponing decisions, and not starting or finishing tasks are all forms of procrastination.

Practice time management techniques to help you avoid falling behind in your studies and work. Which ones will work best for you?

