

Time Management

Finding the Time to Do It All

Brought to you by the Student Success Mentors:

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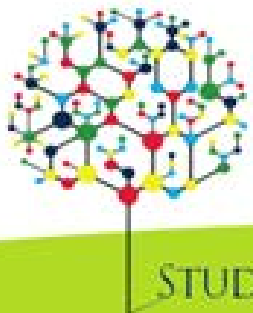


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Advantages of Good Time Management

- Increases productivity/success
- Motivates/reduces procrastination
- Reduces stress
- Promotes better health
- Ensures enjoyment of College life



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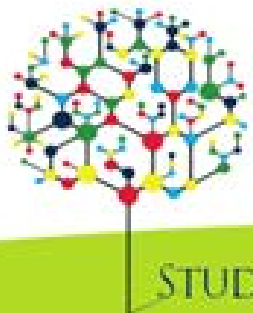


Keys to Successful Time Management

Self-knowledge: How do you really use your time?

Goal-setting: Making a conscious effort to change.

Scheduling: Developing a schedule that works for you.

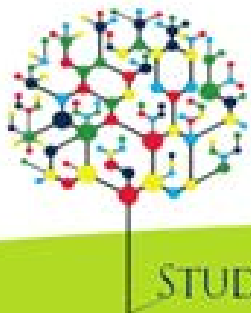


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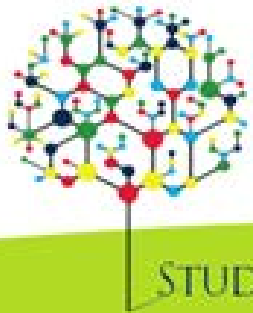
Time Wasters

- Television
- Surfing the net
- Social media
- Excessive socializing
- Video games
- Excessive sleeping
- Waiting for the “Study Urge” - Procrastination



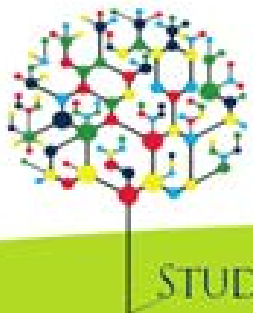
Time Management Tools

- Day planner
- Wall calendar
- “To Do” list
- Clock, watch or timer
- Highlighters/sticky notes
- Other??



How hard will it be?

- Set a goal – commitment
- Be persistent!
- Support from others in your life



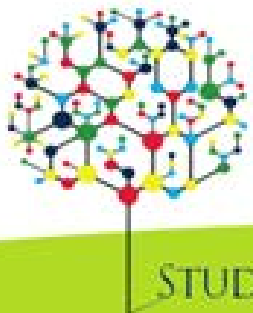
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Time Management Strategy #1

Use a day planner or schedule

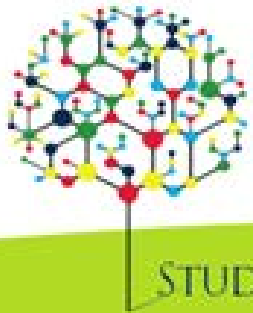
- Prioritize your time
- Block off your time
- Carry your planner



Time Management Strategy #2

Create daily “to do” lists:

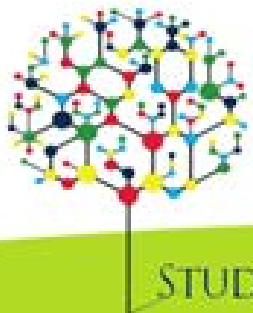
- Get info onto paper
- Prioritize your list
- Carry your list at all times
- Cross things off



Time Management Strategy # 3

Use a three-level system:

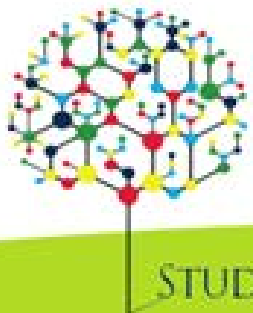
- The day
- The week
- The month



Time Management Strategy # 4

Use a clock or timer:

- To monitor amount of time
- To set aside blocks of time
- To schedule frequent breaks



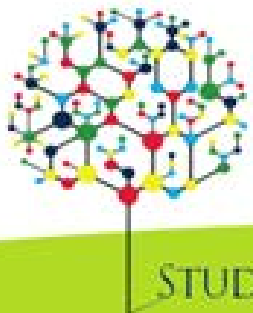
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Time Management Strategy #5

Prioritize your tasks:

- concentrate on the important tasks first
- save the easy and/or repetitive tasks for last
- analyze what needs to be done
- frequently consider “What is the best use of my time NOW?”



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Time Management Strategy #6

Take one important deadline and chunk it into smaller deadlines:

- useful for large projects
- work backward from the deadline
- short study periods



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Time Management Strategy #7

Control stress:

- Identify and confront
- Stay positive
- Say "no"
- Recognize that some stress is unavoidable
- Schedule some "me time"



Time Management Strategy # 8

Use small windows of time:

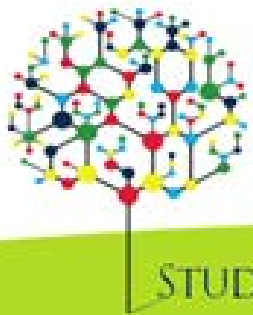
- use your time on the bus, waiting for an appointment or between classes
- a good use of short blocks of time is for memorization or reviewing notes



Time Management Strategy # 9

Know your peak times:

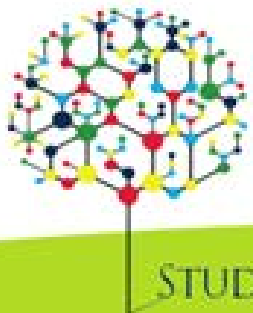
- is your best time of day in the morning, at noon, or at night?
- use your prime time to the maximum
- use your peak times for the difficult tasks or subjects



Time Management Strategy # 10

Stay healthy:

- exercise
- eat healthy
- drink lots of water
- get enough sleep



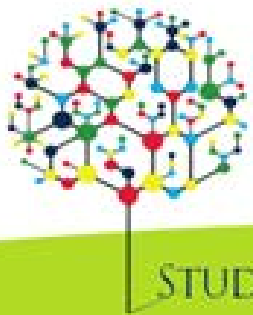
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Time Management Strategy # 10

Questions???

Contact your Student Success Mentor in the Hub



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