



Time Management

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What Is Time Management ?

- Organizing your life through the best use of your
- time. Setting your goals and priorities.
- Everyone has 24 hours each day and 168 hours each week to eat, sleep, work, relax, exercise, attend class and study.
- Successful time management requires self discipline and control until the behavioral changes are internalized and time management becomes a habit.

Why Time Management ?

College is different than High School:

1. More study time is required – average 2 hours for every one hour of class
2. A higher percentage of students have jobs
3. You may be away from “home” for the first time

College students often report that their inability to manage their time is the biggest problem they face.

Getting Control of Your Time

Analysis:

- Where does your time go?
- Record the use of your time.
- Keep a journal of daily and weekly activities.
- How much time was spent on urgent tasks vs. important tasks?

Getting Control of Your Time

Analysis (cont.):

- Are there any “time wasters?”
- How in control of your schedule do you feel?
- Did you miss any deadlines or classes?
- Do you control your commitments or do your commitments control you?

Getting Control of Your Time

Planning:

- What are your goals?
- What tasks are needed to achieve your goals?
- Prioritize your tasks.
- Schedule your time by using a calendar or weekly planner.
- Plan for the semester and year.
- Allow free time and time for unplanned activities (pop quiz).

Getting Control of Your Time

Follow Your Plan:

- Did you achieve your goals?
- How well did you schedule your work?
- Are all of your assignments turned in on time?
- Did you receive the grades you had planned?
- What can be done better next time?
- Modify your schedule and review the planning process.

How Do You Spend Your Time?

Get an accurate picture of where your time goes. Log your activities and put into categories:

- Class
- Study Time
- Writing Papers
- Travel time
- Sleeping
- Relaxing
- Work Schedule
- Family/Friends
- Shopping
- Eating
- Other

Prioritize Your Time

- Develop a time strategy.
- What are your priorities?
- Rank Your priorities as they relate to your goals.
- Identify general patterns of time usage.
- Can anything be considered a “time waster?”
- Identify your support system – how does your family support your decision to continue your education?

Time Wasters

Anything that keeps you from doing things that have more value and importance to you.

- Shifting priorities and crisis management
- The telephone
- Drop-in visitors
- Lack of priorities/objections
- Instant Messages during study time
- Attempting too much
- The cluttered desk
- Ineffective delegation
- The inability to say NO

Procrastination

- Waiting for the right time
- Waiting for the right mood
- Lack of clear goals
- Underestimating the difficulty of tasks
- Underestimating the time required to complete the tasks
- Unclear standards of task completion

Knowing Your Responsibilities

1. Focus on top priorities.
2. Don't assume everything has to get done.
3. Do you need to be a perfectionist on this task?
4. Learn to say no.
5. Try to avoid pursuing low priority goals altogether.

Knowing Your Responsibilities

6. Avoid time traps – e.g. not starting the most important work first thing in the morning.
7. Over scheduling – allow for surprises/last minute assignments.
8. Schedule travel time and leisure time.
9. Attend to your health and well being.

Schedule Your Time

A schedule is a written commitment to accomplish your tasks in a specific time frame.

Scheduling Tools:

- Semester Calendar – Overall idea of when major school projects, midterms, finals, and social activities occur.
- Monthly calendar – Allows student to break down large projects into smaller segments.
- Daily and weekly planning guides – Prioritize and rank detailed daily to-do lists.

Schedule class

time and daily study time.

Include personal time

commitments.

Study for Success

- Do not study for more than 2 hours at a time
- Study during daylight hours. Natural light is more conducive to learning.
- Study with soothing music in the background.
- Remove clutter from your study area.
- Remember: at least 2 hours of study for every one hour in class (more for difficult classes).
- Study – Break – Review – Preview – Study
- Tutoring is not a negative thing! Use the resources that are available.

Making Goals Manageable Tasks

- Review each of your goals (e.g. receive an “A” on a term paper).
- List the tasks required to achieve your goal (research, drafts, note taking, documentation, etc.).
- How much time will it take to complete each activity or task?
- Prioritize the critical tasks for success (must have 10 sources).
- Establish deadlines for segments of completion of the final goal or project (research completed by X date; first draft written by X date).

Implement Your Schedule

Once you have analyzed and scheduled your time and looked at time wasters, you are ready to complete and implement your schedule.

Implement Your Schedule

Take top priority tasks and block them into time slots over several weeks or months, using a scheduling tool:

- Combine tasks where possible.
- Leave time to deal with crisis's and the unexpected.
- Consolidate similar activities such as Internet searches and e-mail to one block of time.
- As the week progresses, move uncompleted priority tasks to the days still left in the week.

Monitor Your Schedule

- Are you completing the tasks you set for the day/week/month?
- Do you have a realistic expectation for the number of classes and activities you can handle in a day/week?
- Are you making progress toward achieving your goals? Do you
- feel more prepared?
- Are you avoiding Time Wasters?
- Is this a schedule that you can maintain?
- Once you have created your schedule, keep it easily accessible.

Quotes To Live By.....

“No one can cheat you out of ultimate success but yourself”
–*Ralph Waldo Emerson*

“More men fail through the lack of purpose than lack of talent” –*Billy Sunday*

“Don’t say you don’t have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson and Albert Einstein.”

Questions ?

Thank you for your time!



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