

TIME MANAGEMENT MODULE

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SLS 1101

TIME TIPS

- Count all your time as time to be used and make every attempt to get satisfaction out of every moment.
- Find something to enjoy in whatever you do.
- Try to be an optimist and seek out the good in your life.
- Find ways to build on your successes.
- Stop regretting your failures and start learning from your mistakes.
- Remind yourself, “There is always enough time for the important things.” If it is important, you should be able to make time to do it.
- Continually look at ways of freeing up your time.
- Try to use waiting time - review notes or do practice problems.



TIME TIPS

- Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards those goals on a daily basis.
- Put up reminders to your home or office about your goals.
- Always keep those long term goals in mind.
- Plan your day each morning or the night before and set priorities for yourself
- Maintain & develop a list of specific things to be done each day, set your priorities and get the most important ones done as soon in the day as you can. Evaluate your progress at the end of the day briefly.
- Look ahead in your month and try and anticipate what is going to happen so you can better schedule your time.
- Try rewarding yourself when you get things done as you had planned, especially the important ones.
- Do first things first.



TIME TIPS

- Have confidence in yourself and in your judgment of priorities and stick to them no matter what.
- When you catch yourself procrastinating - ask yourself, "What am I avoiding?"
- Start with the most difficult parts of projects, then either the worst is done or you may find you don't have other smaller tasks.
- Catch yourself when you are involved in unproductive projects and stop as soon as you can.
- Find time to concentrate on high priority items or activities.
- Concentrate on one thing at a time.
- Put your efforts in areas that provide long term benefits.
- Push yourself and be persistent, especially when you know you are doing well.
- Think on paper when possible - it makes it easier to review and revise.
- Be sure and set deadlines for yourself whenever possible.
- Delegate responsibilities whenever possible and ask for advice when needed.

MAKING A SCHEDULE BASED ON YOUR NEEDS

1. Record class and lab times in appropriate day / hour blocks on a time schedule sheet.
2. Record meal times.
3. Record any special activities you need to do or want to do on a regular basis
4. Schedule a 5 to 30 minute preview time immediately before each class whenever possible. During the preview, review all of your notes in preparation for the upcoming class.
5. Schedule your intensive study and review time for each class. Try to schedule some study time each day. Learning is more effectively & efficiently accomplished in shorter regular sessions than in longer irregular sessions. Evening is often an ineffective time to study. When you schedule study time, be task-oriented rather than time-oriented. Start your study period with courses you like least or that you're not doing well in.
6. Schedule a weekly review for each course. Do it at the end of the week if possible. This will give you the opportunity to spread out all of the past week's notes along with reading assignments to see what you have been learning in the past week during class. Look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled.
7. Keep open time for daily physical activity. Remember, research indicates that regular exercise will give you a general sense of well-being and can reduce tension.
8. Label some empty blocks of time as OPEN for academic and personal needs.
9. Schedule some time during Friday, Saturday and Sunday for you to relax or do whatever you want to do. This is your reward for sticking

STUDY TIME: HOW MUCH IS ENOUGH?

- What would you guess is the average number of hours instructors think you should be studying each week? Instructors were queried in a national survey, and they said students should spend, on average, six hours per week preparing for each class in which they are enrolled. And if you are taking courses in the sciences and engineering, instructors expect their student to put in even more hours.
- Keep in mind that study time does not include actual class time.
- If you have underestimated the amount of time instructors believe is necessary to devote to class preparation, you may need to rethink the amount of time you will need to allocate to studying. You might also speak to your individual instructors to see what they believe is an appropriate amount of preparation. Although they may not be able to give exact figures, their estimates will help you to prioritize what you need to do to be a successful student.



FIND YOUR PROCRASTINATION QUOTIENT

- Do you procrastinate? To find out, identify the number that best applies for each question using the scale of 1 for strongly disagree to 5 strongly agree.

- 1.I invent reasons and look for excuses for not acting on a problem.
- 2.It takes pressure to get me to work on difficult assignments.
- 3.I take half measures which will avoid or delay unpleasant or difficult tasks.
- 4.I face too many interruptions and crises that interfere with accomplishing my major goals.
- 5.I sometimes neglect to carry out important tasks.
- 6.I schedule big assignments too late to get them done as well as I know I could.
- 7.I'm sometimes too tired to do the work I need to do.
- 8.I start new tasks before I finish old ones.
- 9.When I work in groups, I try to get other people to finish what I don't.
- 10.I put off tasks that I really don't want to do but know that I must do.

FIND YOUR PROCRASTINATION QUOTIENT

- Now consider the following:
 - If you do procrastinate often, why do you think you do it?
 - Are there particular subjects or classes or kinds of assignments that you are more likely to procrastinate on?
 - Is there something that you are putting off doing right now? How might you get started on it?





Final List of Priorities

Write your priorities down. Then give each priority a ranking from 1 to 3. A “1” represents a priority that absolutely must be done; without it you’ll suffer a major setback. For instance, a paper with a fixed due date should receive a “1” for a priority ranking; carving out time to take those guitar lessons you always wanted to take might be ranked a “3” in terms of priority. The important point is to rank-order your priorities to reveal what is and is not important to accomplish during the term.

Setting priorities will help you to determine how to make best use of your time. No one has enough time to complete everything; prioritizing will help you make informed decisions about what you can do to maximize your success.



Identify Your Prime Time

Take a look inward. Do you enthusiastically bound out of bed in the morning, ready to start the day and take on the world? Or is the alarm clock a hated and unwelcome sound that jars you out of pleasant slumber? Are you the kind of person who is zombielike by 10:00 at night, or a person who is just beginning to rev up at midnight?

Each of us has our own style based on some inborn body clock. Some of us are at our best in the morning, while others do considerably better at night. Being aware of the time or times of day when you can accomplish your best work will help you plan and schedule your time most effectively. If you are at your worst in the morning, try to schedule easier, less involving activities for those earlier hours. On the other hand, if the morning is the best time for you, schedule activities that require the greatest concentration in the morning time.



Final List of Priorities

Now consider the following:

- What does this list tell you about your greatest priorities? Are they centered around school, friends, family and jobs or some other aspect of your life?
- Do you have so many “1” priorities that they will be difficult or impossible to accomplish successfully? How could you go back to your list and trim it down even more?
- What does this listing of priorities suggest about how successful you will be during the upcoming term?

FIND YOUR TIME STYLE

1 Never / 2 Seldom / 3 Sometimes / 4 Often / 5 Always

- 1.I often wake up later than I should.
- 2.I am usually late for classes & appointments.
- 3.I am always in a rush getting places.
- 4.I put off big tasks and assignments until the last minute.
- 5.My friends often comment on my lateness.
- 6.I am easily interrupted, putting aside what I am doing for something new.
- 7.When I look at a clock, I am often surprised on how late it is.
- 8.I often forget appointments and have to reschedule them.
- 9.When faced with a big task, I feel overwhelmed and turn my mind away from it until later.
- 10.At the end of the day, I have no idea where the time went.



FIND YOUR TIME STYLE

1 Never / 2 Seldom / 3 Sometimes / 4 Often / 5 Always

11. How often do you plan in an effort to keep life from running out of control?

12. Do you put daily plans on paper?

13. Do you allow for flexibility in your plans?

14. How often do you accomplish all of your plans for a given day?

15. How often do you plan time for what matters most to you?

16. How often is your daily plan destroyed by urgent interruptions?





Time Management

Write your priorities down. Then give each priority a ranking from 1 to 3. A “1” represents a priority that absolutely must be done; without it you’ll suffer a major setback. For instance, a paper with a fixed due date should receive a “1” for a priority ranking; carving out time to take those guitar lessons you always wanted to take might be ranked a “3” in terms of priority. The important point is to rank-order your priorities to reveal what is and is not important to accomplish during the term.

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TIME MANAGEMENT

How can I manage my time most effectively?

- Decide to take control of your time.
- Become aware of the way you use your time now.
- Set clear priorities.
- Use such time management tools as a master calendar, weekly timetable, and daily to-do list.

How can I deal better with surprises and distractions?

- Deal with surprises by saying no, getting away from it all, working in silence, taking control of communications, using the phone to conduct transactions, and leaving slack in your schedule to accommodate the unexpected.
- Avoid procrastination by breaking large tasks into smaller ones, starting with the easiest parts of a task first; working with other people; and calculating the true costs of procrastination.

How can I balance competing priorities?

- Consider how your competing priorities relate to one another.
- Manage work time careful, use slack time on the job to perform school assignments, use flextime, accept new responsibilities thoughtfully, and assign the proper priority to work.

