



Take Five for Successful Time Management

1. SET GOALS AND PRIORITIES

- ❖ Develop both short and long-term goal statements and refer to them often.
- ❖ Revisit and modify your goals as necessary.
- ❖ Clearly defined goals will help you schedule your time effectively.

2. ESTABLISH A DAILY, WEEKLY AND SEMESTER-LONG SCHEDULE

- ❖ Analyze how you are currently spending your time by tracking your activities for a week.
- ❖ Maintain only ONE calendar or planner. Write down all school and personal appointments.
- ❖ Create an academic planning tool, using your course syllabus as a guide to help you.
- ❖ Write down the due date for each assignment, and then working backwards fill in the amount of time you think you will need to complete each step of the assignment.
- ❖ Make your calendar entries specific and meaningful.
- ❖ Prioritize tasks to accomplish the most important things first.
- ❖ Make your schedule as structured or as flexible as you need to, but try to stick to it.
- ❖ Recognize that you will not be able to do it all; some things will just have to wait.

3. BE REALISTIC

- ❖ The most common time management mistake that people make is not allowing for a balanced life-style.
- ❖ Remember to include time for your physical, cultural, social, career, and emotional and spiritual wellness.
- ❖ If your schedule is too restrictive, you are likely to abandon it entirely.
- ❖ Do not get caught-up in the guilt/unearned reward/more guilt cycle. Break the cycle by doing your work!

4. USE YOUR TIME EFFECTIVELY

- ❖ Consider audio taping class lectures and listening to them later.
- ❖ Learn effective note taking skills so you won't need to rewrite your notes after class.
- ❖ Consider joining a study group, working with other students is an excellent way to improve your skills.
- ❖ Set aside a specific place to study and assemble all the materials you will need before you sit down to work.

- ❖ Practice effective reading skills by using the SQ3R method.
- ❖ Make good use of travel time.

5. RECOGNIZE AND CONQUER PROCRASTINATION

- ❖ Don't wait until everything is "perfect" to begin studying.
- ❖ Acknowledge distractions and give them "15 seconds of fame".
- ❖ Enlist the help of roommates and friends.
- ❖ Identify your peak performance times.
- ❖ Don't study when you are too tired.
- ❖ Avoid excessive amounts of caffeine and sugar.
- ❖ Learn to say "no".
- ❖ Turn off your computer