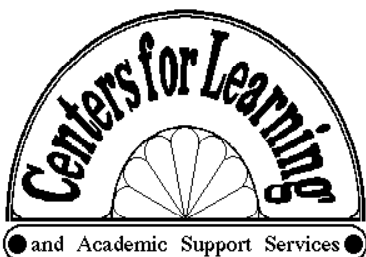
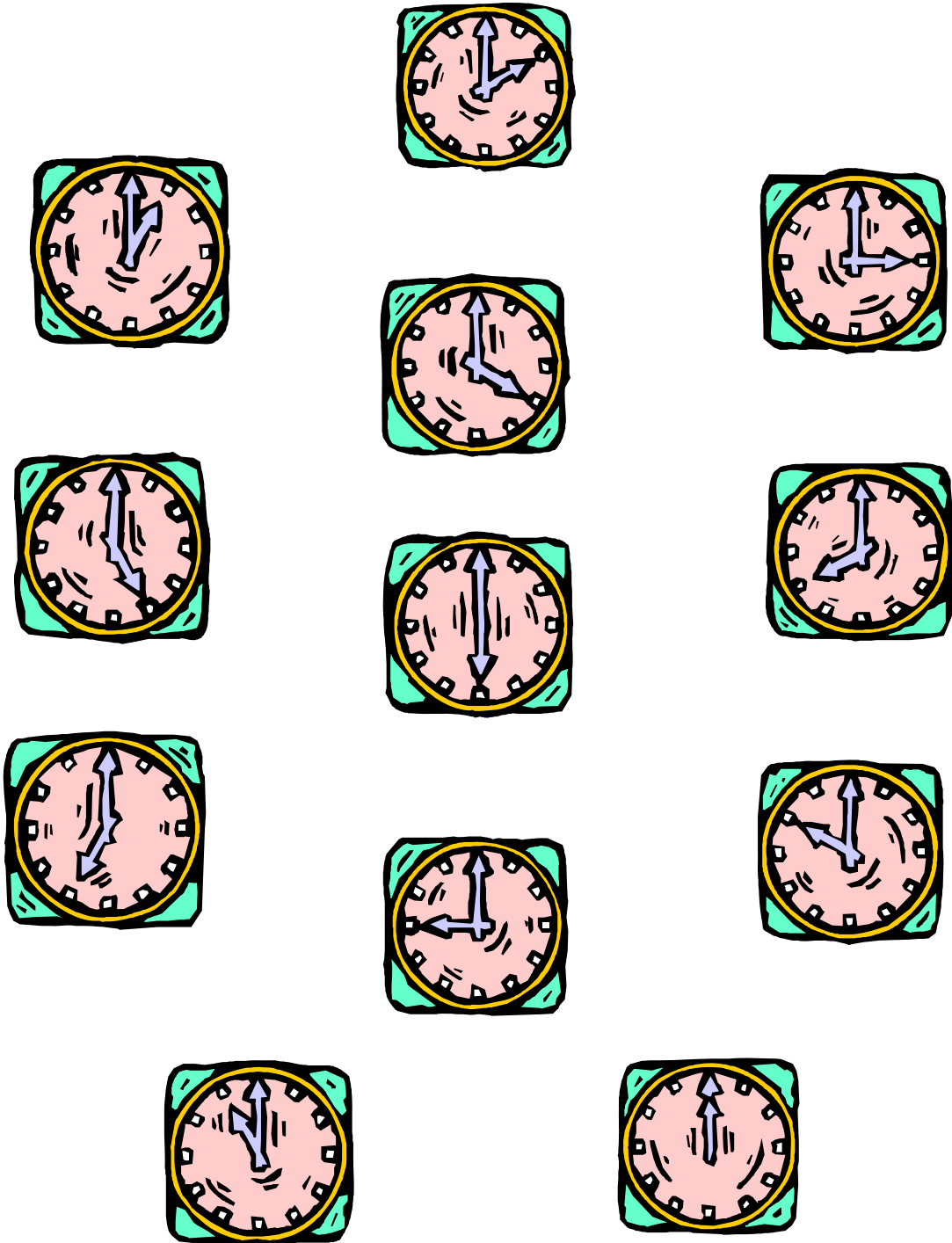


TIME MANAGEMENT



Presented by The Advising Center
Southwick 308, x2936 &
O' Leary 3rd Floor, x2948

MY GOALS

Goal: _____

Priority #: _____

Brief description of what this goal means to you:

Things you can do to support this goal:

- _____
- _____
- _____
- _____
- _____

Goal: _____

Priority #: _____

Brief description of what this goal means to you:

Things you can do to support this goal:

- _____
- _____
- _____
- _____
- _____

Goal: _____

Priority #: _____

Brief description of what this goal means to you:

Things you can do to support this goal:

- _____
- _____
- _____
- _____
- _____

Goal: _____

Priority #: _____

Brief description of what this goal means to you:

Things you can do to support this goal:

- _____
- _____
- _____
- _____
- _____

TIME MANAGEMENT TECHNIQUES AND TIPS

Goal Setting

Setting conscious goals and working to achieve them helps you avoid the nightmares and capitalize on the rewards of college and beyond. College is an ideal time to begin setting conscious goals. First, you will need to differentiate between short- and long-term goals:

Long term goal:	Entire semester
Medium term goal:	1 month
Short term goal:	1 week

Set your goals and then prioritize them. Break your goals down into small, specific activities that are easy to accomplish. Practice setting and fulfilling some short-term goals by means of the following process:

- 1. Select a goal:** State it in specific and measurable terms.
- 2. Ask whether the goal is achievable:** Modify the goal to make it achievable.
- 3. Be certain you genuinely want to achieve this goal:** Be sure this goal is consistent with your most important basic values.
- 4. Identify why this goal is worthwhile:** Will it give you a sense of accomplishment.
- 5. Anticipate and identify difficulties you might encounter:** Plan ways to overcome these problems.
- 6. Devise strategies and steps for achieving the goal:** What must you do to begin? What comes next? What may you need to avoid? Set a timeline for the steps. *



* Adapted from Your College Experience by Gardner & Jewler and Becoming a Master Student by David B. Ellis

MANAGING YOUR TIME TO ATTAIN YOUR GOALS

Planning for the Academic Term



Learn all you can about the academic policies and deadlines that might affect your chances for success in college.

Find a study partner in one or more of your courses and give cooperative studying a try.

Write down all tests, exams, papers, and assignments as they're announced or given on syllabi - including exam or due

date, topics, page assignments, type of exam, and special rules or suggestions. For each exam or assignment, deter-

mine the grade you want and schedule adequate time for preparation and review.

Check your deadlines and due dates every day and get an early start on big assignments. Compare the grades you receive with the goals you've set and adjust your preparation time, or get academic help, as needed.

Five Time Planning Suggestions

1

Schedule fixed activities first. Start with class time or work time, for instance. These time periods are usually determined in advance. Other activities, such as meetings, or religious services, must be scheduled around them. Then schedule essential daily activities like sleeping and eating. No matter what else you do, you will sleep and eat. Be realistic about the time you need for these functions.

2

Include time for errands. The time we spend buying toothpaste, paying bills and doing laundry is easy to ignore. These little errands, which are easy to overlook, can destroy a tight schedule and make us feel rushed and hurried all week. Plan for them.

3

Schedule time to do your studying and other assignments in each of your courses. Schedule time for regularly reviewing the material you've studied. Check your progress and adjust your schedule as needed.

4

Schedule time for fun. Fun is important. Brains that are constantly assaulted with new ideas and new challenges need time off to digest them. Take time to do things you enjoy. Recreation deserves a place in your priorities.

5

Allow flexibility in your schedule. Recognize that unexpected things will happen, so plan for the unexpected. Be careful not to schedule every hour. Give yourself enough time to get between places.

Taken from Becoming a Master Student by David B. Ellis

Remember, there are only 24 hours in a day!!!



- Keep a daily "To Do" list and use it as a guide for getting important things done.
- Develop a highly productive study habit by setting regular times to study and sticking to them.
- Study in blocks of an hour or so at a time, each followed by a short break.
- Know your strengths and weaknesses as a student and put extra time and effort into the courses you find hardest.
- Review for each of your courses *at least* once a week.
- Use your spare time - especially between classes and weekends - for studying and review.
- Maintain a healthy balance between your studies and your other activities and interests.
- Trade off some of your recreation time when you need to make up study time that you have lost.
- Make a commitment to yourself that you ***will not waste time!***

Prioritizing Your "To Do" List

One of the most effective ways to stay on track and actually get things done is to use a daily "to do" list. It's easy to forget an important job in a busy day. When that job is written down, you don't have to trust your memory.

- Make your list the night before the day you will use it. Keep a "To Do" list every day. Keep your list with you always.
- Rate each task on your list by priority. One way is to label each task *A*, *B*, or *C*. Make the most important things on your list the *A*'s.
- Your *B*'s should be the tasks that are important but not as important as the *A*'s. *B*'s might become *A*'s someday. *C*'s do not require immediate attention. These are often small, easy jobs.
- As you complete tasks, cross them off the list. This is physical evidence of progress, a visible reward for your diligence. Make starting a "to do" list a priority.

Taken from Becoming a Master Student by David B. Ellis

TWENTY-TWO WAYS TO GET THE MOST OUT OF STUDY TIME

When to Study

1. Plan two hours study time for every hour you spend in class.

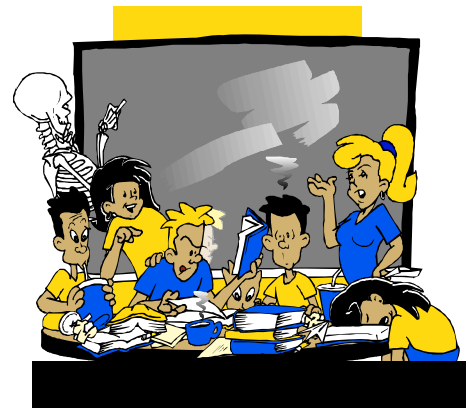
There are exceptions, but this is a good general rule. It's also one that few students follow. Students making the transition from high school to higher education are often unaware that more is expected of them. If you are taking 15 credit hours, plan to spend 30 hours per week studying. The benefits of following this rule will be apparent at exam time.

2. Study difficult (or boring) subjects first.

If your chemistry problems put you to sleep, get to them first, while you are fresh. Most of us tend to do what we like first, yet the courses we find most difficult often require the most creative energy. Save the subjects you enjoy for later.

3. Avoid scheduling marathon study sessions.

Shorter study sessions are much more productive. If you must study for several hours at one time, be sure to take breaks in order to keep your mind fresh and alert.



WEEKLY TIME PLAN

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	"To Do" List
Before								
8:00								
9:00								
10:00								
11:00								
12:00								
1:00								
2:00								
3:00								
4:00								
5:00								
6:00								
7:00								
8:00								
9:00								
10:00								
11:00								
12:00								

4. Be aware of your best time of day to study.

Everyone is different and therefore everyone has a different best time of day to study. Determine your best time to study. If you are unsure of what your best time to study is, try studying in the early morning, afternoon, evening, and even late at night. Determine which time gives you the most productivity.

5. Use waiting time.

Have short study tasks ready to do during waiting times. At college you will be waiting in line quite often and five or ten minutes here and there adds up quickly. Use time between classes or breaks during work to review class notes or notes on reading. A solid review of a lecture can be completed in 15 minutes and even five minutes can be valuable if you are prepared.

Where to Study

6. Use a regular study area.

Your body knows where you are. When you use the same place to study, day after day, your body becomes trained. When you arrive at that particular place, it will automatically sense that it's time to study. You will focus your concentrate more quickly. For that reason, don't sleep where you study. Don't eat where you study. Use your study area for study and make it a ritual.



7. Don't get too comfortable.

In bed, your body gets a signal. For most students, its' more likely to be, "Time to sleep," rather than, "Time to study!" Easy chairs and sofas are also dangerous places to study. Learning requires energy. Give your body a message that energy is needed. Put yourself into a situation that supports that message.

8. Use a library.

Libraries are designed for learning. The lighting is perfect. The noise level is low. Materials are available. Entering a library is a signal to your body to quiet the mind and get to work. Most people can get more done in a shorter time at a library.

How to Handle the Rest of the World

9. Pay attention to your attention.

Breaks in concentration are often caused by internal interruptions; your own thoughts jumping in to tell you another story about the world. When that happens, notice the thoughts and let them go.



10. Agree with living mates about study time.

This includes roommates, wives, husbands, parents, siblings, and kids. Make the rules clear, and be sure to follow them yourself. Make explicit agreements, even contracts. One student always wears a colorful hat when he wants to study. When his wife and children see the hat, they respect his wish to be left alone.

11. Avoid noise distractions.

Don't study in front of the T.V. Turn off the stereo. Many students insist that they study better with music, and that may be true. Some students have reported good results with carefully selected and controlled music. The overwhelming majority of research indicates, however, that silence is the best form of music for study.

12. Notice how others misuse your time.

Be aware of repeat offenders. Ask yourself if there are certain friends or relatives who consistently interrupt your study time. Send a clear message about the importance of your study time and don't allow others to misuse it.

13. Get off the phone.

The telephone is the perfect interrupter. People who wouldn't think of distracting you when you are busy will call at the worst times because they can't see you. It is easy to rationalize a phone interruption since it isn't your fault that someone called you. It is still a study interrupter and must be dealt with by either letting the person know that you cannot talk at this moment or by leaving your phone off the hook while you are studying. You could also study in the library or another location where friends cannot reach you by phone. (That means turn off your cell phone!)



14. Learn to say no.

This is a valuable timesaver for students and a valuable life skill. Many people feel it is rude to refuse a request. Saying no can be done effectively and courteously. Others want you to succeed as a student so when you tell them that you can't comply with their request because you are busy educating yourself, 99% of them will understand.

15. Hang a "Do Not Disturb" sign on your door.

Many motels will give you one free, just for the advertising. Or you can make a creative one. They work. Using one will relieve you of making a decision about cutting off each interruption - a timesaver in itself.

Taken from Becoming a Master Student by David B. Ellis

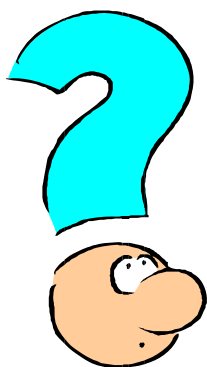
Things You Can Ask Yourself When You Get Stuck

16. Ask: What is one task I can accomplish toward my goal?

This is a good technique to use on big jobs. Pick one small accomplishment that you can complete in about five minutes, then do it. The satisfaction of getting one thing done often spurs you on to get more things done. Meanwhile the job is getting smaller.

17. Ask: Am I beating myself up?

When you get frustrated with a reading assignment or when you notice that your attention wanders repeatedly or when you fall behind on problems due for tomorrow, take a minute to ask yourself how you feel about it. Are you scolding yourself too harshly? Lighten up. Allow yourself to feel a little foolish, recognize the feeling, and get on with it. Don't add to the problem by berating yourself.



18. Ask: Does this have to be perfect?

Is perfection necessary? Ask yourself if what you are doing needs to be perfect. You don't have to apply the same standards of grammar to review notes that you apply to a term paper. If you can complete a job 95% perfect in two hours, and 100% perfect in four hours, ask yourself whether the additional five percent improvement is worth double the time. Sometimes perfection is necessary. A tiny mistake can ruin an entire lab experiment and computers are notorious for turning little errors into monsters. Accept lower standards where appropriate, especially when time is short.

19. Ask: How did I just waste time?

Notice when time passes and you haven't accomplished what you planned. Take a minute to review your actions and note the specific ways you wasted time. We operate by habit and tend to waste time in the same ways over and over again. When you notice things you do that kill your time, you are more likely to catch yourself in the act next time. Observing one small quirk may save you hours.

20. Ask: Would I pay myself for what I'm doing right now?

If you were employed as a student, would you be earning your wages? Ask yourself this question when you notice that you've taken your third popcorn break in 30 minutes. Most students are, in fact, employed as students. They are investing in their own productivity, and sometimes don't realize what a mediocre job may cost them.



21. Ask: Can I do just one more thing?

Ask yourself this question at the end of a long day. Almost always you may have enough energy to do just one more short task. If you get in the habit of working until you are done, then doing one more thing, those end-of-the-day tasks will soon add up. The overall increase in your productivity will surprise you.

22. Ask: What important tasks must I accomplish tomorrow?

This question should be asked before retiring for the night. Set your priorities before "hitting the sack." Prepare your "To Do" list for the next day so that you will effectively use your time. In the morning, review your list and make a personal commitment to accomplish your goals.

Taken from Becoming a Master Student by David B. Ellis



COMPUTING YOUR PROCRASTINATION PROFILE



1 = Strongly Disagree
3 = Somewhat Agree

2 = Somewhat Disagree
4 = Strongly Agree

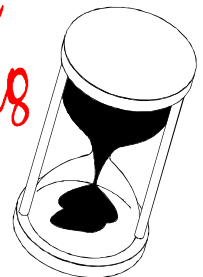
1.	I create reasons for inaction.	1	2	3	4
2.	I must have outside time pressures to complete a task.	1	2	3	4
3.	I "waterdown" my decisions to avoid and/or delay unpleasant tasks.	1	2	3	4
4.	I avoid straight-forward answers when pressured for a decision.	1	2	3	4
5.	Too many interruptions keep me from accomplishing my central task.	1	2	3	4
6.	I avoid follow-up aspects of tasks	1	2	3	4
7.	I knowingly put off tasks out of fear.	1	2	3	4
8.	I "delegate" unpleasant tasks.	1	2	3	4
9.	I take home work I could have done on campus	1	2	3	4
10.	I schedule major projects for late in the day or on weekends.	1	2	3	4

TOTAL: _____

If your total points are:

- 1-20 You're probably handling procrastination well.
- 21-30 You may have a small procrastination problem.
- 31-40 You may have a severe procrastination problem.

*Time is
Running
Out*

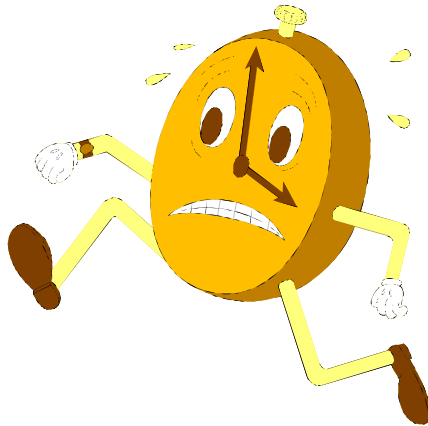


MORE IMPORTANT TIPS

TO HELP YOU S-T-R-E-T-C-H THE CLOCK

Don't Cram

It's ineffective and inefficient. Have an organized way to study for tests and give yourself plenty of time.



Avoid Perfectionism

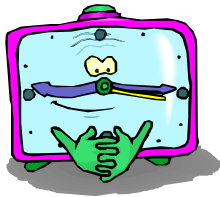
Unless perfection is called for, don't waste valuable time trying to make every project you do letter-perfect.

Don't Overcommit

Don't spread yourself too thin. Commit yourself to only those activities you can manage in the time you have.

Plan Creative Time

Schedule time each day to do things that recharge your creative batteries or help put your life in perspective.



Use Waiting Time

Think of the hours spent waiting in lines, between classes, doing laundry, etc. Use this time to read a book, jot down ideas, etc.

Tackle Hard Subjects First

The feeling of achievement can give your day momentum. Build on success!

Know Your Instructions

There's no bigger waste of time than following the wrong directions for an assignment. If you're not sure, ask your instructor.

Take Care of Yourself

Proper exercise and nutrition help you stay physically and mentally alert. Make time for both! (Consult your physician before you start an exercise program.)