



## TIPS FOR MANAGING YOUR TIME!

Both scheduling and managing time wisely are important skills for a college student to have. If you miss important appointments and deadlines you will cause your academic and social lives to become even more complicated than they may already seem. Reduce feelings of guilt, anxiety, frustration, and other feelings associated with poor time management by changing your work habits now.

Effective study skills is not necessarily study more and socialize less, although in some cases you might want to consider it. It is often a matter of making the most of your time and personalize it to fit your activities and setting your priorities. This is essential if you find yourself overwhelmed by different commitments in your life.

### DAILY SCHEDULES

There are a variety of time-scheduling tools to help you stay organized each day. You may want to try using some of these tools, including engagement books, a piece of poster board tacked to a wall, or 3 x 5 cards, to see which tools best fit your personality and lifestyle. Once you decide upon the style that works best for you, the next step is construction. It is best to allow spaces for each hour, or half-hours for a busy schedule (see attached schedule).

First, put down all of the necessities: classes, work, meals, etc.

Next, block in your study time (remember the study time formula presented earlier). Schedule your study times during the time of day when you feel most energetic. Also remember that it's best to review class notes soon after the class.

Make sure to schedule in study breaks, about 10 minutes each hour.

Take a good look at your schedule. Think about your Priorities. Do you have enough time to do them well? Below are some tips on how to schedule and budget your time when it seems you just don't have enough.

### DON'T BE A PERFECTIONIST

Trying to be a perfect person sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals, but they should also be challenging. There will always be people both weaker and stronger than you.

### LEARN TO SAY NO

For example, an acquaintance of yours would like you to see a movie tonight. You made social plans for tomorrow with your friends and tonight you were going to study and do laundry. You really are not interested. You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.

### LEARN TO PRIORITIZE

Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators. A "to do list" places items in order of importance. One method is the ABC list. This list is divided into three sections: A, B, or C. The items placed in the A section are those that need to be done that day. The items placed in the B section need to be completed within the week. The C-section items are those things that need to be done within the month. As the B, C items become more pertinent they are bumped up to the A or B list. Try this method or come up with of your own, but do learn how to prioritize.

## **COMBINE SEVERAL ACTIVITIES**

Another suggestion is to combine several activities into one time spot. While commuting to school, listen to taped notes. This allows up to an hour or two a day of good study review. While showering, make a mental list of the things that need to be done. When you watch a sit-com, laugh as you pay your bills. These are just suggestions of what you can do to combine your time, but there are many others. Above all, be creative, and let it work for you.

## **CONCLUSION**

After scheduling becomes a habit, then you can adjust it. It's better to be precise at first. It is easier to find something to do with extra time than to find extra time to do something. Most importantly, make it work for you. A time schedule that is not personalized and honest is not a time schedule at all.