Time Management
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Time Management is defined as:

a set of principles, practices, skills, tools, and systems that work together to help you get more out of your time with the goal of improving the quality of your life.

Managing one’s time range from daily activities to long term goals.
Time Management

What is it?

- Is an integrated system which includes the use of planning, prioritizing, goal setting, scheduling, and managing your workload.

- Time management is an important skill for college students because they typically need to juggle many different activities in a rather unstructured environment.
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What are your challenges?

- I don’t want to do this
- Task is boring
- Don’t know where to start
- Feel overwhelmed
- Concentration/distracted
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Challenges continued:

- Poor study habits
- Personal problems (family, friends, financial, etc)
- Low self-esteem (“I can’t do anything right”)
- Unrealistic expectations
- Afraid of failing
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Benefit: Improved Quality of Life

- Reduce frustration & irritability
- Decrease negative stress
- Gain a sense of accomplishment
- Have more time to do things you want to do
- Peace of mind
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Tools & Tips

- Use calendar and write down important dates
- Use a planner to help prepare for important projects/dates
- Create a “To-Do-List”
- Set priorities and stick to it
- Reward yourself (incentives) along the way to completing a task
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More Tools & Tips

- Unplug - turn off the cell phone
- Hold yourself accountable
- Break down large tasks into smaller tasks
- Reduce distractions (clear and set up study area)
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More Tools & Tips

- Say ‘NO’
- Set limits and boundaries
- Be realistic about your expectations
- Take on only what you can do
- Recognize what you can and cannot control
Remember: Time waits for no one, and we can’t turn back the hands of time. Use your time wisely.