

## TIME MANAGEMENT

**WHAT IS TIME MANAGEMENT?** Time Management is making the best use you can of that most precious resource, time. **It's knowing:**

- ❖ **A SYSTEM** for helping you meet your goals.
- ❖ **PRACTICAL TIPS** for using your time effectively.
- ❖ **HOW TO SUCCEED** when facing stumbling blocks or procrastination.
- ❖ **YOURSELF** –your habits, goals, and times during the day when you're most alert and productive.

**Time Management really means managing yourself. It's a way to be happier, more effective, and more successful.**

From: Put Time on Your Side – Time Management For Students (1993) Channing L. Bete Co., Inc.

### TIPS TO HELP WITH TIME MANAGEMENT

- ❖ **Keep a To Do List.** Add to it as tasks are assigned. Then transfer these tasks to your term, weekly and daily calendars as appropriate.
- ❖ **Keep your To do List and Calendars up to date.**
- ❖ **Carry your To do List and Calendar with you.** Neither will do you any good if you cannot review them.
- ❖ **Do difficult tasks when you are freshest and most energized.** Routine tasks can be done when you are at low ebb.
- ❖ **Organize your time for most efficiency.** For instance, if you have two classes requiring library research, try to select a block of time long enough so that you can work on both so you will spend less time running back and forth.
- ❖ **Schedule time to complete assignments early.** It is better to have an assignment done early than to risk late penalties because you encounter unforeseen or unexpected circumstances such as illness or computer failure.
- ❖ **Reward yourself when you accomplish a goal.** 😊