

Time Management

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Time Management

“I’m not afraid of storms,
for I’m learning how to sail
my ship.”

-Louisa May Alcott

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What is time management?

Time management is a habit one must develop in order to do an effective job or have an effective life.

Why is managing time so important?

Time management enables you to:

- achieve more
- have more free time
- lead a balanced life
- meet deadlines
- have less stress

Strategies to Manage Your Time

1. Establish goals and set priorities to reach them.
2. Know what time of day you work best and avoid interruptions during that time.
3. Use the tasks you enjoy as rewards by leaving them for last.
4. Know your work habits.
5. Learn to delegate work. For example, tackle hard subjects first.
6. Be creative in your scheduling.
7. Never dwell on failures.
8. Keep your watch five minutes ahead to avoid tardiness.
9. Write down ideas and notes on index cards to help you remember.
10. Limit or eliminate your TV viewing.
11. Have a light lunch so you don't get sleepy in the afternoon.
12. Evaluate habits and eliminate those you don't need.
13. Know your priorities and allow extra time to concentrate on high priority items.
14. Use your time on campus wisely to avoid bringing work home.

“Living is entirely too time-consuming.”

-- Irene Peter

Tips for Better Time Management

- *Make class time your best study time:* Come prepared and listen attentively.
- *Make a list, daily:* prioritize items.
- *Make a weekly schedule:* it's okay to say “NO.”
- *Use your daylight hours and minutes:* stay on campus, set up blocks of time for study, use your time between class, and allow two hours of study per one hour of class.
- *Make a semester calendar.*
- *Don't procrastinate:* this includes cramming!!
- *Concentrate on one thing at a time.*
- *Set deadlines and reward yourself.*
- *Be realistic in your expectations of yourself:* avoid perfectionism and don't overcommit.

What kind of a time manager are you? (Respond to these statements to see how well you manage your time.)

1. I think daily planning guides are a waste of time.
2. My academic goals are clear to me.
3. Leaving assignments until the last minute is a big problem for me.
4. I organize my time well.
5. I wish I were more motivated.
6. It's easy for me to cut short visits with people who stop by when I'm studying.
7. Visitors should feel free to see me whenever they want.
8. I know which activities in my life are important to focus on and which ones aren't.
9. I'm a perfectionist in everything I do.
10. I have enough time to pursue leisure activities.

Scoring:

Odd-numbered statements: 1 point for YES

Even-numbered statements: 1 point for NO

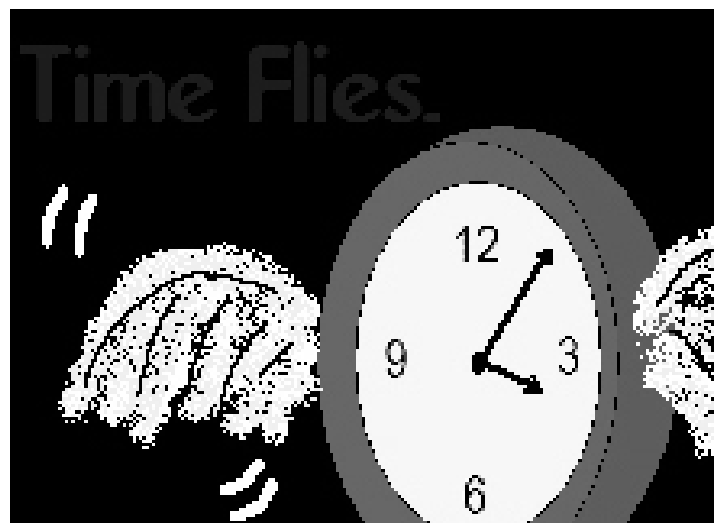
If Your Score Is:

1-2: You're probably on top of things but still could improve

3-4: You're treading water

5-7: Managing your time is a problem!

8-10: You're on the verge of chaos!



*“The bad news is time flies.
The good news is you're the pilot.”*

-- Michael Althsuler