

Time Management

Possible Indicators of Poor Time Management

- Stress
- Anxiety
- Procrastination
- Poor grades
- Distractibility
- Poor organization
- Feeling overwhelmed
- Not completing tasks
- Running out of time
- Lack of planning
- Lack of direction and goals

Questions?

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Time management can be one of the most challenging tasks a student has to learn in college. With so many activities needing your attention and various potential distractions, it does not take much to get a person off track and increase the level of stress. Fortunately, there are many simple strategies that you can learn to manage your time and get more organized. Increased organization will not only decrease stress, but also help you feel more accomplished and give you a sense of personal control.

Effective Organizational Strategies:

- ◆ Unclutter your work area and limit mess and distractions
- ◆ Find a quiet and functional work area and use it every day
- ◆ Organize tasks into manageable chunks
- ◆ Utilize a planner to keep track of assignments/activities
- ◆ Create master lists of tasks/appointments and update daily
- ◆ Schedule in time for daily living activities (e.g., eating, sleeping)
- ◆ Balance tasks with scheduled time for relaxation
- ◆ Learn effective study skills
- ◆ Be Flexible! Leave unscheduled time for emergencies
- ◆ Try not to over-commit yourself to people or activities
- ◆ Prioritize! Focus on what is most important and essential
- ◆ Re-evaluate scheduling methods and modify as necessary
- ◆ Ask friends and family to support your efforts
- ◆ Don't worry if you get off track, just try again the next day

