

Time Management



Time Management = Self Management

- **Keep track of your weekly and monthly schedule.** There are only 24 hours in a day, and keeping a schedule will help you know where those hours go.
- **Plan ahead.** Know what you need to do in advance so you can budget enough time to do it well. Try using a monthly (or weekly) calendar to plot out deadlines for exams or research projects. Then count back from the deadline to plot out a timeline. You can also keep a journal of daily activities so you'll be able to see how you spend your time and what your priorities are.
- **Don't procrastinate.** Procrastination is the avoidance of a task that needs to be accomplished. This can lead to feelings of guilt, inadequacy, depression, and self-doubt. It interferes with your academic and personal success.

Why do we procrastinate?

- Poor time management
- Difficulty concentrating
- Fear and anxiety
- Negative thoughts
- Personal problems
- Finding the task boring
- Unrealistic expectations of self
- Fear of failure

How do we overcome it?

- Recognize self-defeating problems
- Identify your goals
- Set priorities and use time wisely
- Study in small blocks and take breaks
- Motivate yourself to study
- Set realistic goals
- Modify your environment

- **Learn to say "no."** Once your priorities are set, don't let little things interfere with them. Weigh the consequences and make decisions based on what you know is best for you.
- **Don't let yourself be distracted.** Keep away from the telephone, television, etc. while studying.
- **Schedule time for yourself.** Take breaks from studying and plan times where you can just relax.

- C** Compare the activities that you need to accomplish - are some less important?
- H** How will your choice affect you later?
- O** Order your priorities.
- I** Inscribe (write) your scheduling decisions down in your planner.
- C** Carry out the plan you have made.
- E** Enjoy being in control of your time!