

Stop. Think. Write.

When you feel overwhelmed or stressed, how does that impact your ability to manage your time?

Time Management Process

1. Assess
2. Evaluate
3. Plan
4. Implement
5. Repeat

How do you spend your time?

<u>Activity</u>	<u>Hours/Week</u>
1. Attending Class	
2. Studying	
3. Eating	
4. Sleeping	
5. Personal Care (e.g. showering, getting ready)	
6. Working	
7. Cleaning and doing laundry	
8. Socializing (e.g. hanging out with friends)	
9. Exercising	
10. Watching TV/Netflix/Hulu/etc.	
11. Leisure Activities (e.g. reading, video games, practicing an instrument)	
12. Commuting to activities/travel time	
13. Student Organizations (e.g.: FSL, Homecoming, CAB...)	
14. Other (e.g. time with family, social media)	
Total Time Spent:	

Now subtract your total hours from 168 (the number of hours in a week) to determine the amount of uncommitted time in your schedule.

$$168 - \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Number of hours committed to activities Number of uncommitted hours

Stop. Think. Discuss.

1. On which activity do you spend the least amount of time?
2. On which activity do you spend the most time?
3. What did you learn about the way you spend your time?
4. If you have uncommitted time, how can you use it to reach your goals?
5. Overall, are you satisfied with the way you spend your time?
6. If you could make changes what would they be?



Pro-Tips on Time Saving

- ✓ Don't waste time feeling guilty about what you didn't do. It's gone now; move ahead.
- ✓ Try to find a new technique each day that you can use to help gain time.
- ✓ Eat a light lunch so that you don't get sleepy in the afternoon.
- ✓ Examine old habits for possible elimination or streamlining.
- ✓ Plan activities first thing in the morning and set priorities for the day.
- ✓ Keep a list of specific items to be done each day, arrange them in priority order, and then do your best to get the important ones done as soon as possible.
- ✓ Give yourself time off and special rewards when you complete the important tasks.
- ✓ Once on campus, stay on campus. Avoid useless trips back to your apartment or room unless you have a definite purpose to accomplish.
- ✓ Give yourself enough time to concentrate on high priority items.
- ✓ Concentrate on one task at a time.
- ✓ Keep pushing and be persistent when you sense you can be a winner.
- ✓ Train yourself to go down your "To Do List" without skipping over the difficult items.
- ✓ Find a place for everything (so you waste as little time as possible looking for things).
- ✓ Frequently ask yourself: "What is the best use of my time right now?"

What is one time management strategy you can start today to support your academic success?

“I like to do weird things in the shower, like drink my coffee, brush my teeth and drink a smoothie. It’s good time management.”
– Michelle Williams

