

Time Management

Any Class Day

6:30-6:45a.m. Alarm rings. Snooze once. Awaken. 6:45-6:55a.m. Start Coffee.

6:55-7:10a.m. Shower and dress.

7:10-7:40a.m. Work to complete Algebra problems.

7:45-7:55a.m. Drive to the campus.

7:55-8:01a.m. Find a parking place. Run to class.

8:01-8:50a.m. Attend Algebra class.

8:50-10:55a.m. Go to Library to work on speech. Fall asleep.

10:55-11:00a.m. Wake from unscheduled nap. Run.

11:00-11:50a.m. Attend English class.

11:50-5:00p.m. Go to work.

5:00-5:30p.m. Drive back to campus.

5:30-8:00p.m. Attend Speech class.

8:00-8:30p.m.

8:30-9:15p.m. Study in front of TV.

9:15-12:00a.m. Watch random TV shows.

12:00-2:20a.m. Fall asleep in front of TV.

2:20-2:30a.m. Awaken in front of TV. Go to bed.

6:30a.m. Alarm rings. Cycle repeats.

Managing Your Time

Where is your time going? Are you using your time as efficiently as you could be? Managing time effectively requires judicious planning, prioritizing and some degree

of self-discipline.

and what needs to be done for other people. Which is more important?

Schedule

Use a calendar to keep track of your activities. When scheduling time, figure in fixed blocks of time first, such as the time you spend in class or doing homework. Remember to include time for eating, sleeping, running errands, paying bills, washing clothes and other miscellaneous but necessary activities. Set realistic goals – you might find yourself disillusioned if you can't keep up with a too-ambitious schedule.

It's a good idea to develop weekly as opposed to monthly or quarterly study schedules; weekly schedules are more flexible. Focus on what you actually will accomplish as opposed to what you think you should be accomplishing. Expect the unexpected. Your schedule should include enough time for you to recover should some unforeseen problem arise.

activity was of high or low value – whether it really contributed toward helping you complete your work, or whether it was simply a time waster. Place a check in the “pressing” column if you were feeling pressured to get the job done. Place a check in the “Scheduled” column if the activity was indeed scheduled for that time. Indicate in the “Interruptions” column if the event was an interruption from what you had originally planned; record what kind of interruption it was.

Analyze the time log

Using the data recorded in your time log, determine how your time is being ill-used. What percentage of your activities was of high or low value? Were you interrupted often? If so, how can you best avoid the types of interruptions you experienced? Is there a major discrepancy between the goals you set and what you actually achieved? Which activities could be simplified or eliminated altogether?

Give yourself a pep talk

Whenever you have work to do that you don't really want to begin, try to think up ways to motivate yourself. Tell yourself that you will see a movie or buy that new CD after you finish your work.

Contrive situations that will force you to concentrate

For example, you might make a commitment to meet someone for a study session. Figure out what time of day you work at your peak form and complete your most demanding work during that time. If you are most alert in the morning, for instance, it may be unwise to attempt late-night study sessions. Try to be honest with yourself – recognize when you are wasting time and gently guide yourself back on course.

Use the Five-Minute Plan

If you are having a difficult time motivating yourself to begin a task, give this strategy a try: figure out how much you can accomplish in five minutes' worth of work, and then complete that amount of work and take a break.

