

Time Management 101

Get everything done and still have a life!



Research shows that short-term planning, long-term planning and being in control of one's time is associated with:

- Higher grades (as reflected by a higher grade point average)
- Feeling less overwhelmed with one's workload
- Lower stress levels
- Greater satisfaction with work/school performance and life

Reference:

Macan, T.H., Shahani, C. Dipboye, R.L., & Phillips, A.P. (1990). College students' time management: correlations with academic performance and stress. *Journal of Educational Psychology*, 82(4), 760-768.

Not sure how you should spend your time?

As a college student who juggles academic, work, social, extracurricular, and personal demands, time can be your friend or your enemy, depending on how skilled you are at managing it. By developing good time management skills during college, you can learn how to balance all of your demands and achieve your goals while still having a life!

How can you possibly get everything done?

You can discover which time management technique(s) work best for you! Try some of these tips on for size:

- **Plan for the short term by:**
 - Making prioritized "To-Do" lists – Listing tasks for the day/week in order of importance.
 - Setting goals for yourself each day – What do you want to accomplish today?
 - Setting weekly goals for yourself & planning for the upcoming week by using a weekly/daily calendar.
- **Plan for the long term by:**
 - Preparing and using a monthly calendar.
 - Regularly reviewing class notes even when a test is not imminent.
 - Doing larger assignments in advance (instead of the night before).
- **Feel in control of one's time:**
 - Being able to say "no" to activities that interfere with schoolwork (or other commitments).
 - Being efficient with your time by creating a "weekly study schedule" – or planning your study time around other commitments. By allotting yourself a certain amount of time for studying, your time spent will be more focused and fruitful.

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Short-Term Planning:

Daily To-Do List

Today's date: _____

Summary of Daily Goal(s): _____

1. _____*
2. _____
3. _____
4. _____
5. _____

Weekly To-Do List

Week of: _____

Summary of Weekly Goal(s): _____

1. _____*
2. _____
3. _____
4. _____
5. _____

*Most Important

Create and Control your Weekly Schedule (Create a customized one in Excel!)

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8:00am		Ethics!...		Ethics!...		Ethics!...	
8:30am		Rev. notes	Rev. notes	
9:00am		English!...	Workstudy	English!...	Workstudy	English!...	
9:30am		
10:00am		Review		Workstudy		Rev. notes	
10:30am		notes					
11:00am	Downtime!	Read Eng.					Downtime!
11:30am						
12:00pm		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
12:30pm		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1:00pm	Read Ethics	Psych!...	Read Hist.	Psych!...		Start Eng.	
1:30pm		paper...	
2:00pm	Rev. notes	Rev. notes	Read Eng.
2:30pm	Downtime!		Hist!...	Rev. notes	Hist!	
3:00pm		
3:30pm		Read Hist.
4:00pm	Read Psych					Rev. notes
4:30pm				Downtime!	Downtime!
5:00pm					

Customize Calendars for the Long Term!

Month: _____ Year: _____

Mon	Tue	Wed	Thur	Fri	Sat	Sun
						7
1	2	3	4	5	6	
8		10		12		
	9		11		13	14
	16			19	20	21
15		17	18			
22	23					
		24	25	26	27	28
		31				
29	30					