

TIME MANAGEMENT

Time Management is not something we are born knowing how to do. It is a skill that takes practice and some self-discipline in order to be effective. What is it, exactly, and how do we become versed in this practice of “time management”? Time management is being able to balance your time as evenly as possible between academics, work, social obligations, or any other obligations you might have. Easier said than done, right? Of course. Nevertheless, here are some tips to help you manage your time a little more efficiently.

TOP TEN WAYS TO KEEP YOUR TIME UNDER CONTROL

10. Get a calendar. It does not have to be a great big Day Runner type. Just a little calendar will do.

Transfer all the important dates from your syllabi onto your calendar. Write down important days for meetings and other things you might have planned.

9. Make a “To Do” list. Make one and check it often! If you write down the things you have to get done, you will be likely to remember what you have to do. On your “To Do” list, categorize the things you have to do in this way: things you **MUST** do, things you **SHOULD** do, and things you **COULD** do. This will help you prioritize.

8. Work at the most effective time of the day for you. Find your peak hour of the day and be productive during that time.

7. Reward yourself for getting things done. It is always good to pat yourself on the back after getting a few things off your “TO DO” list.

6. Make a list of goals. These should include goals that range from short to intermediate term. Classify whether they are academic, personal, social, etc. Rank them in terms of importance to you, how difficult they are, and associated anxiety level. Goal setting consists of the following components:

- **Be Thorough:** Think through your goals carefully. Have you included goals relating to all areas of your life?
- **Be organized:** Structure your time realistically and in such a way that YOU are in control of your time, not the other way around. Make sure the time you spend doing certain tasks is quality time. Make lists to reduce any anxiety you may have.
- **Be realistic:** Make sure that your goals are realistic so that you avoid disappointment and frustration. Find your limits and stay within them.
- **Be accountable:** It is easier to be accountable to others when you have set limits for yourself.
- **Be committed:** Stick to your goals and keep your promises to yourself. Once you have proven to yourself that you can accomplish your goals, your anxiety will decrease.
- **Be kind:** Be good to yourself – both your mind and your body. Make sure you have a balance between work and play. Reward yourself once you have accomplished your goals.

TIME MANAGEMENT

5. Make a weekly schedule skeleton. Block off all the times you are in class, sleeping, and meal times. Make sure you include free time too! This will help you determine what your peak hours of the day are.

4. Make a daily time log. Write down everything you did (or remember doing) yesterday and how long it took you to do each thing. You will be surprised at how much time you spend doing some things and how little time you spend on others.

3. Plan Ahead. Use the last few minutes of each day to plan for the next day.

2. Don't Procrastinate. We usually procrastinate when we find a job too large or overwhelming, so make the task smaller by breaking it down into smaller tasks.

1. DON'T PROCRASTINATE. Until you realize that you have a test in the morning that you have not studied for and a rough draft of an English paper due immediately after that, then it is not quite so much fun. Welcome to the wonderful world of procrastination! Everyone does it, but only a few of us are completely overcome by it. The only way to stop it from snowballing is not to get into the habit in the first place. Try to accomplish everything you set out to do in a day using the steps outline on this list.

CHECK OUT MORE ACADEMIC RESOURCES ON OUR WEBSITE:

<http://studentsuccess.louisiana.edu/tutoringresources>