

## FOUR Simple Steps to Effective Time Management

Students have an overabundance of readings, projects, lectures, studying, and every day responsibilities of life. Here are four strategies that will allow you to use your time more efficiently. These strategies will help you understand where the time is spent, organize your time, accomplish more, and discover time to enjoy life! So let us begin with our first step.

### **1. Time Management Log**

#### A. *Fill out your time management log*

- Record all activities and interruptions, be detailed, as they occur for an entire week.
- Enter a priority for each activity: A - important, B - somewhat important, C - not important.
- Comment on each activity: Note how the activities could be improved upon.

#### B. *Examine your time management log for effectiveness and where can you improve your time management strategies?*

- Examine time spent on different priorities: Pick a day. Add up the time that you spent on priorities A, B, and C tasks. To be most effective you want to spend most of your time in the priority A area.
- Ask the following questions: How much time spent on unimportant and important things? Are there common interruptions? Are there ways to minimize these interruptions? Do I procrastinate between tasks? For each task ask, Why do I need to do this? Look to streamline and simplify as much as possible. What activities need the most attention? Are you doing activities that are value-adding and important to you when you are most alert?

### **2. Organizational Plan**

#### A. *Planner*

- Have one place where everything is written down or typed in and referred to often. This can be a paper planner, an app, or a good old calendar. Put *everything* on *one* planner; school, personal, and family responsibilities.

#### B. *To-do Lists*

- At the beginning of the week, look at the entire week to help plan ahead. Then everyday make your to-do list from your planner. It is helpful if the to-do list is divided into the hours of the day to see where there is opportunity to schedule study time

#### C. *Be Flexible*

- Part of the plan is to be flexible. Creativity will be essential. Try combining tasks. Get the responsibilities that require the least amount of time done first or while you are doing something else; laundry and studying go great together, listening to a lecture while driving, or reviewing flashcards/notes while getting dressed or brushing our teeth.

#### D. *Short-term and Long-term Completion Goals*

- Set short-term goals for the responsibilities that need to be accomplished quickly. The responsibilities that require large amount of time should be viewed in small portions or short-term completion goals that will lead to the completion of the long-term completion

goal. For example, when looking at a study guide for a final exam, the amount of information is extensive. However, if the study guide is broken into objectives, studying an objective at a time will not seem as over-whelming.

### **3. Avoid Overload**

#### *A. Learn to say no.*

- This is such a simple word that most 2-year-olds have mastered. During school the word ‘no’ should be a word that will allow time to accomplish the to-do list on the planner while also creating time for relaxation.

#### *B. Do not procrastinate*

- Do not plan to accomplish assignments/studying in one night. Break the assignment into small sections and work on it throughout the week. Review the material from the day before and move forward to the next section. This will provide extra time on the weekend to review the material, study a different subject, and yes-- spend time relaxing with the family.

### **4. Remember Your Ultimate Goal**

#### *A. Step-back*

- When you start to feel the pressures of due dates, lack of time, and increased work loads take a step back and remember why you started this journey. Remember these, write them down, tape them to the mirror, and read them everyday.

#### *B. Re-evaluate*

- Take a step back and re-evaluate the situation. Ask for help from the family by explaining your needs to everyone. Watch out for time wasters i.e. Facebook, Pinterest, and games.

#### *C. Eyes on your goal*

- Most important, keep your eyes set on your ultimate goal. Time Management is a series of positive habits that can be incorporated into all aspects of life. Once you have put these habits into practice, you will discover a decrease in stress, increase in time, and a new positive outlook on the attainment of your goal!

For more helpful resources, visit our School's website:

<http://www.bhslr.edu/student-services/resources/>