

LEADER READERS

Time MANAGEMENT

Does it seem like there's never enough time in the day to get everything done? Feel like you're always running late? Here are some tips for taking control of your time and organizing your life.

Make a Master Schedule for the Semester

The heart of effective time management is in weekly time organization; however, you also need a semester-long calendar to lay out all of your major obligations.

- Create a semester-long calendar. Block out exam times and any other fixed time commitments, such as work or organization meetings.
- Plan and block out study time for each final test or paper.
- Balance your activities -- schedule destressing times to allow yourself to unwind:
 - Schedule reward times for using study time effectively.
 - Schedule time for physical exercise and recreation.
 - Schedule social activities, including time for just chatting.
- Keep your schedule flexible! Many experts advise allowing two hours of unscheduled time in a twenty-four hour period.
- Now review your schedule: Is it realistic? Can you stick to it?

Making Weekly & Daily To Do Lists

An hour-by-hour weekly schedule allows you to allocate time specifically and gives you a clear guideline of what to do when.

- Before the beginning of each week, sit down and list all the things you need to get done that week. Consult your master schedule if assigning tasks to given days.
- Plan at least one-hour blocks for study and schedule large blocks of time for accomplishing major projects.
- Know your high and low energy times during the day and use them wisely.
- Prioritize tasks. Consider using a simple A-B-C priority system. A = Highest Priority, B = Moderate Priority, C = Lowest Priority.
- You may even want to assign times to the "A's" if you have a busy day.
- Carry your to do list in your appointment book. Consult it when needed to make sure that you complete your "A's" during the course of the day.
- Review your list at the end of the day. Reward yourself for tasks completed on schedule and make adjustments for the rest of the week.
- Be realistic. It is important to allow for plenty of free time, recreation, etc.

Leader Readers are a service of the Center for Student Development (CSD), created to support student organization success at Texas Woman's University. For more information, please contact the CSD at (940) 898-3626 or visit us on the first floor of the Student Center, 116.

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20 Time Management Tips to Consider

- Keep an appointment book.
- Write a to-do list every day in your appointment book.
- Ask yourself what things do NOT need to be done. Then, don't do them.
- Throw papers out or file emails, the first time you handle them.
- Do each task only once. If the task is too big to handle in one sitting, divide it into tasks that are no more than an hour.
- Make the most of each spare minute.
- Make the most of transition time. While walking home from class, plan how you will spend the afternoon or evening. Think over the paper you have to write and narrow down the topic.
- Learn to say NO. Remember it's ok to do things that you enjoy but keep them in balance.
- If someone stops by your room and you do not want to spend a lot of time, stand up. If you conduct your business standing up, you will be ready to move on.
- Control interruptions. Close your door and post a Do Not Disturb sign. Don't answer the phone.
- When you are on the phone, keep the call short.
- Most things are not worth doing perfectly. For the additional time it takes, perfection may not be worth achieving.
- Spend more time in planning. The time you spend planning HOW to do something, may make it possible to spend less time doing it.
- Listen well. Make certain you understand the directions. There is nothing more time wasting than doing something wrong that has to be done again.
- Build your will power. Time management is self-control.
- Wean yourself from television, instant messaging, and other time wasters.
- Enjoy what you are doing right now. Enjoy your time off.
- Concentrate on one thing at a time. Decide what you are going to do right now and do only that.
- Develop procedures for routine matters.
- If you need to meet regularly with someone, schedule an appointment.
- Don't be afraid to make mistakes. Successful people make more mistakes on average.

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