

# Time Management Tips

- **Create short-term and long-term goals.**
  - Set deadlines for short-term and long-term goals
  - Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards your goals
- **Plan each day.** To be efficient it is important to plan your time wisely, each day matters. Planning each day can help you feel more organized and in control of your life.
  - Having an agenda for each day can help you be more productive and keep track of what still needs to be done. Keep a schedule of your daily activities to minimize time conflicts and to prevent things from piling up.
  - Try to create the daily plan the evening before so that you know when you need to get up and be prepared for the day.
- **Prioritize your tasks.** Much of your time is wasted each day by being involved in time-consuming, unimportant tasks.
  - By looking at your daily agenda and prioritizing the tasks, you can spend time on activities that are important, which support your overall goals.
  - Look at the deadlines and events for each day, week, and month in order to prioritize all of your work and be able to work ahead. This can prevent time crunches and allow for you to make time for things that you want to do.
  - Put up reminders in your home or office about your goals
  - Set deadlines for projects
- **Say no to nonessential tasks.** Think about your goals, deadlines, and schedule before agreeing to be involved in another activity or to take on more work.
- **Take the time to do the job right the first time.** With a busy schedule it is hard to spend the necessary time to do a job right, however errors or sloppy work often results in more time being spent making the corrections.

- **Break large, time-consuming tasks into smaller tasks.** Break large, time-consuming tasks into smaller, more manageable projects and work on them each day. For some of the long-term projects it is better to set a certain amount of time aside each day to work on the project.
- **Evaluate how you're spending your time.** Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely. For example, while waiting for the professor to arrive, use that time to review notes, make important calls, or update your planner.
- **Limit distractions.** Set time aside each day to work in a quiet, distraction free area. To do this you may have to go into your bedroom or the library, turn music off, and turn your phone on silent. It is important to be able to concentrate on one thing at a time, especially when the project is difficult or confusing.
- **Pace yourself.** If you get overwhelmed it can be difficult to do a job well or efficiently. It is important to take breaks when you start to feel overwhelmed or like you are unable to concentrate. Take a few minutes to walk around, stretch, or reorganize.
- **Reward yourself.** After completing a difficult project they can to celebrate what you have done and to relax.
- **Ask for help.** We all get overwhelmed at times. It is important for you to be able to ask for assistance or to tell someone you are having trouble.

# Daily to do Lists

Creating a To-Do List, can you make sure that your tasks are organized and all in one place so you don't forget to do anything.



## Step 1:

- List all of the tasks that you need to complete for the day. If they're large tasks, break out the first action step, and write this down with the larger task.

## Step 2:

- Assign priority ratings to these tasks 1 (most important) to 10 (least important)
- Rewrite the list in order of priority, working around scheduled events

## Step 3

- Work your way through your To-Do List, in order

## Technology Tip

- There are many time management software programs available. At a simple level, you can use MSWord or MSEXcel to manage your To-Do Lists. Some versions of Microsoft Outlook, and other email services such as **Gmail**, have task lists and To-Do Lists as standard features. **Taskade** is another popular online task management tool that will sync with your smartphone, PDA, or email account. It can even show you where your To-Do List tasks are on a map.

Name: \_\_\_\_\_

### What's Important to Me Circle

1. Think about each of the items in the outer ring. Assign a value to each one according to how important you think it is in your life. A 4 is very important, 1 is not very important. If an item is not at all important to you, just leave it blank.
2. Color in the sections up to and including the number (if you assigned a value of 3, color sections 1, 2, and 3).
3. Now place a mark in each wedge that represents how much time and energy you currently devote to the item. A 4 is a lot of time and energy, 1 is very little time and energy.
4. Does the amount of time and energy you spend closely reflect the value you place on each item? What changes can you make so that your time and energy match what you think is important?

