



time management

# Time Management

Jennings A. Jones College of Business

time management

# Why Time Management

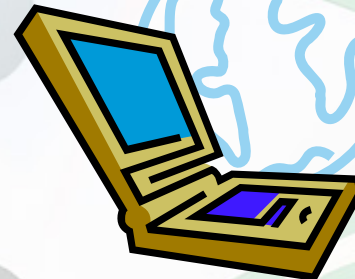
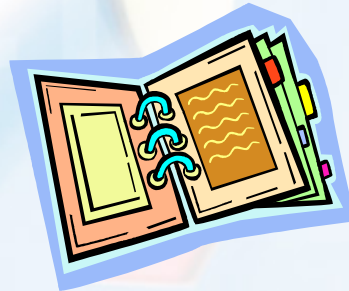
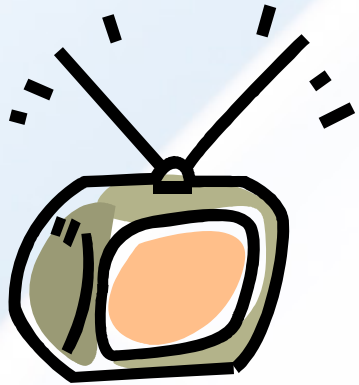
This workshop on time management is designed to help you fine tune your academic demeanor. The objective is to encourage you to maximize your time and make it work in your favor. The most successful students in any university are those who best manage their time.

# Start managing your time now!



It is much easier to bring your GPA up in the beginning of your school career than towards the end.

# Time Wasters



# Activity One

Keep a diary of your daily activities. You may quickly realize that your ten minute coffee breaks turn into a half hour. After keeping this diary for one week, go back and ask yourself the following questions:

Did I do everything that I had to do?

Keep a diary of your daily activities. You may quickly realize that your ten minute coffee breaks turn into a half hour. After keeping this diary for one week, go back and ask yourself the following questions:

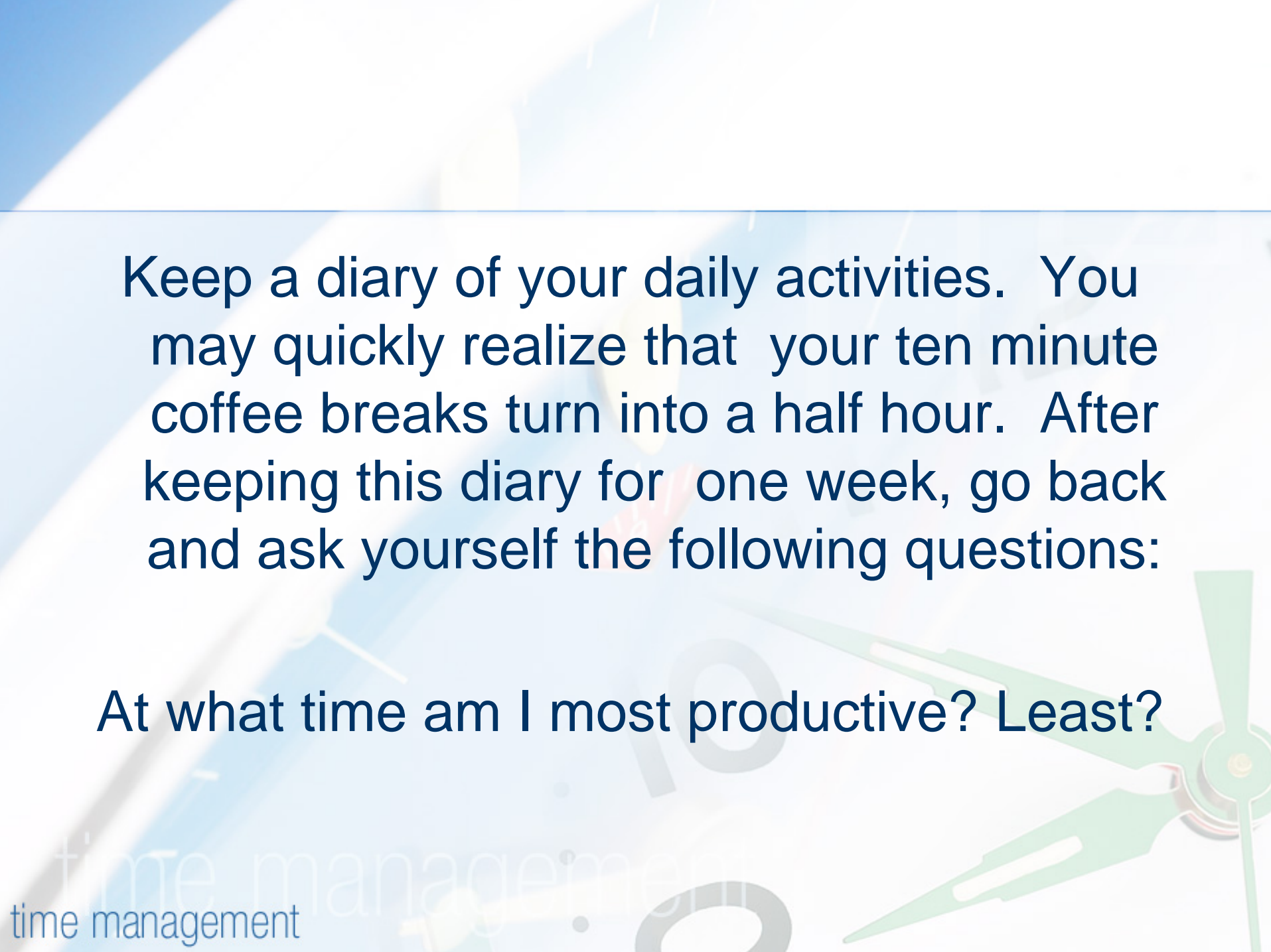
Was I rushed for time?

Keep a diary of your daily activities. You may quickly realize that your ten minute coffee breaks turn into a half hour. After keeping this diary for one week, go back and ask yourself the following questions:

Did I meet all of my deadlines?

Keep a diary of your daily activities. You may quickly realize that your ten minute coffee breaks turn into a half hour. After keeping this diary for one week, go back and ask yourself the following questions:

What personal habits or obstacles kept me from being productive?

The background of the slide is a light blue and white gradient. It features a large, faint clock face in the upper left, a green pen in the lower right, and a yellow pencil in the lower left. The text is centered and written in a dark blue, sans-serif font.

Keep a diary of your daily activities. You may quickly realize that your ten minute coffee breaks turn into a half hour. After keeping this diary for one week, go back and ask yourself the following questions:

At what time am I most productive? Least?

# Time Flies Exercise – Activity Two

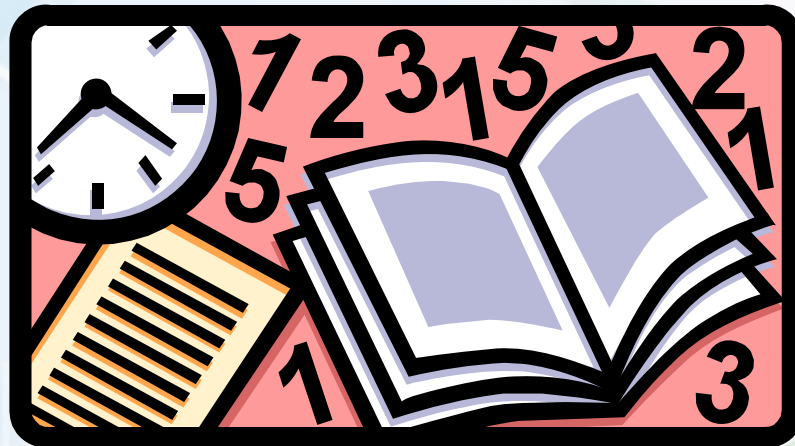
Enter the number of hours corresponding to the statement in the table.



|   |     |
|---|-----|
| Number of hours of sleep per week   | 40  |
| Number of hours per week that you work and/or manage a household                                      | 40  |
| Number of hours needed for getting ready in the morning, eating, shopping, traveling to and from work | 10  |
| Number of hours for playing sports, meeting people, spending time with family and other activities    | 10  |
| Number of hours in class  | 5   |
| Total hours used per week   | 105 |
| Number of hours in a week is 168: Subtract your total from 168  | 63  |

[Double click the table to edit numbers](#)

There are only 168 hours in a week. The number that you have remaining is the amount of unused hours you have for studying. If you don't have any time left to study you must adjust your schedule!



How much should you study?

Most Universities recommend 2 hours of study for every hour of class.



But I don't have that much time!

You will need to rearrange your schedule.



Can you reduce the amount of time you spend with activities? Could you reduce your course load? Reduce hours at work?

# Setting a Schedule

Create a Schedule which includes:

1. Academic Time
2. Personal Time
3. Social Time
4. Work Time



Use the Time Flies Exercise For Reference

# Managing Yourself Effectively

- Like your work schedule, your school and homework schedule should be fixed.
- Get a Daily Planner – includes daily, weekly, and monthly calendars.
- Mark off Primary Obligations – work, class, homework.
- Make sure you create time for recreation!
- Keep track of your progress towards your goals.

# Goal Setting

In order to avoid wasting time and effort you must establish a goal-based plan.

You should have both long and short-term goals



# Goals

Here are some examples of Long and Short Term Goals:

Long-Term: Receiving at least a 3.0 for the term

Short-Term: Getting an A on your English Exam

# Goals

When setting Long-Term goals think about what Short-Term goals will get you there.

Making an A on exam, a B on the final.



When setting your Short-Term goals think about what strategies you will use to reach them.

Read chapter 1 and 2, complete homework assignment, find three references today.

# Goals

Suggestions on goal setting:

- Make realistic goals
- Monitor your progress
- If something is not working change it
- Share your goals with others

# Strategies

If your schedule is not working, it is important to re-evaluate and discover what works for you!



# Strategies

## Identify Your Best Time of the Day.



Research Studies show that what we can accomplish in 60 minutes when we are less fatigued will take as much as 90 minutes to accomplish when we are more fatigued.

# Study Difficult or Boring Subjects First

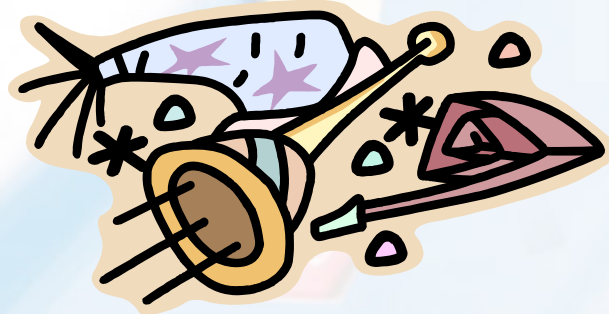


# Use the Library



If there are reasons you don't want to use the library, try to find another location outside of your room.

# Avoid Distractions



Try to reduce the frequency of your time wasters

# Use Waiting Time



Have some time in between classes? Look over your notes, review the chapter outline, study note cards that you make for tests.

# Treat School as a Full-Time Job



Make your schedule and stick to it. Attend class and prepare for tests.

Thank you for completing this workshop

Please give us your feedback – [click here](#)

Jennings A. Jones College of Business  
Undergraduate Business Advising Center  
N219 BAS

MTSU Box 101

Murfreesboro, TN 37132

busadv@mtsu.edu

615-898-2764

# Bibliography

Middle Tennessee State University, Continuing Studies and Public Service. *Student Handbook*. Retrieved September 30, 2005, from the Middle Tennessee State University Web site:  
<http://www.mtsu.edu/~learn/correspondence>

Virginia Tech, Cook Counseling Center. *Time Management Strategies for Improving Academic Performance*. Retrieved September 30, 2005, from the Virginia Tech Web site: <http://www.ucc.vt.edu/stdyhlp.html>