Love Your Planner

How can you better manage your time?
How can you take charge?
By controlling how YOU spend YOUR time!!

- How much time do you have?
- How are you going to use it?
  - What are your goals?
  - What are your priorities?
- Do you have a schedule?
- Do you use a planner?
- Do you stick to your plans?
  - Are you on time when you need to be?
  - Do you put things off when you shouldn’t?
You think you know, but you have no idea...

Myths about Time Management (TM)

- TM is nothing but common sense.
- I do well in school, so I must be managing my time effectively.
- I work better under pressure, and TM would take away that edge.
- Taking TM too seriously sucks all the fun out.
- TM strategies take too much work!
The 80/20 Principle

- The average person spends 80% of their time doing 20% of their work
- The average person spends 20% of their time doing 80% of their work
- Confused?
- Translation: You tend to cram your work into a small amount of time while wasting away lots of other time
How do you waste your time??

- Do you text/talk on the phone?
- Check your email/Facebook?
- Procrastinate?

What could you do to change these habits?
Just how much time do you have?

- There are 168 hours in every week.
- That’s 24 hours, 1,440 minutes a DAY!
- Figure out what you have to do and how much time you spend on each activity.
- Use a Master Schedule & add that up...
- If you got more than 168 hours, you need to do it again or re-schedule.
- Make sure you have time for your **classes and outside study**.
Goals and Values
Tips to help you manage tasks.
(self assessment)

Goals need to:
• Be challenging
• Be reasonable
• Be measurable
• Be specific
• Have a completion date
• Include both long-term and short-term goals
Using Your TM Skills to Make a Master Schedule

You may have to make several before you find one that works best for you!

• Take your values and goals into consideration.
• First include things that are concrete—such as your scheduled classes, work schedule, and things that will not change this semester.
• Be sure to include study time! Preferably same time and subject each session.
• 2 different approaches to scheduling (set time, swiss)
Do Your To-Do List Daily!

To-do lists help you stay focused and should not include your class time.

Use your ABCs and label importance:

- **A: Vital** – Extremely important tasks that must be done daily. Examples?
- **B: Important** – Tasks that need to be done soon. Examples?
- **C: Optional**: Done when you have extra time. Examples?
AVOID PROCRASTINATION!

“Never put off ‘till tomorrow what you can do today” - Who said it???
You procrastinate if you...

- Ignore a task and hope it goes away.
- Underestimate the work involved or overestimate your abilities and resources.
- Spend endless hours on the computer or video games.
- Deceive yourself into believing that a mediocre or bad performance is acceptable.
- Substitute a lower-priority task.
- Believe that minor delays won’t hurt.
What can you do if you are a procrastinator?

- Commit, commit, commit to being on time.
- Set and keep deadlines.
- Organize, schedule & plan.
- Divide a big job into smaller ones.
- Make a game of it! Make it fun!
- Give yourself a prize when you’re done.
A few tips to help you juggle all you have to do:

- Work
- Family
- College
- Commute
- Etc.
- Limit work time to 20 hours or less-if possible.
- Try to work on campus. This is much more conducive to your TM.
- Carefully evaluate your course load each semester.
- Save time for your relationships.
- Build in study time when you already have to be at school.
- Audio tape lectures and listen to them to study while commuting.
- Carpool with classmates- discuss class while doing this!
So, how do you benefit from TM?

Be more productive.
Reduce your stress.
Improve self-esteem.
Achieve balance in your life.
Establish important skills.
Reach your goals.
Thank you for attending!
Please take a moment to complete the evaluation survey.

Presented by:
Becca Seul, MS, CFLE
University College Advising Center
615-898-2339, rseul@mtsu.edu

The Academic Success Series is sponsored by: