



TIME
MANAGEMENT:
EFFECTIVELY
USING YOUR
PLANNER

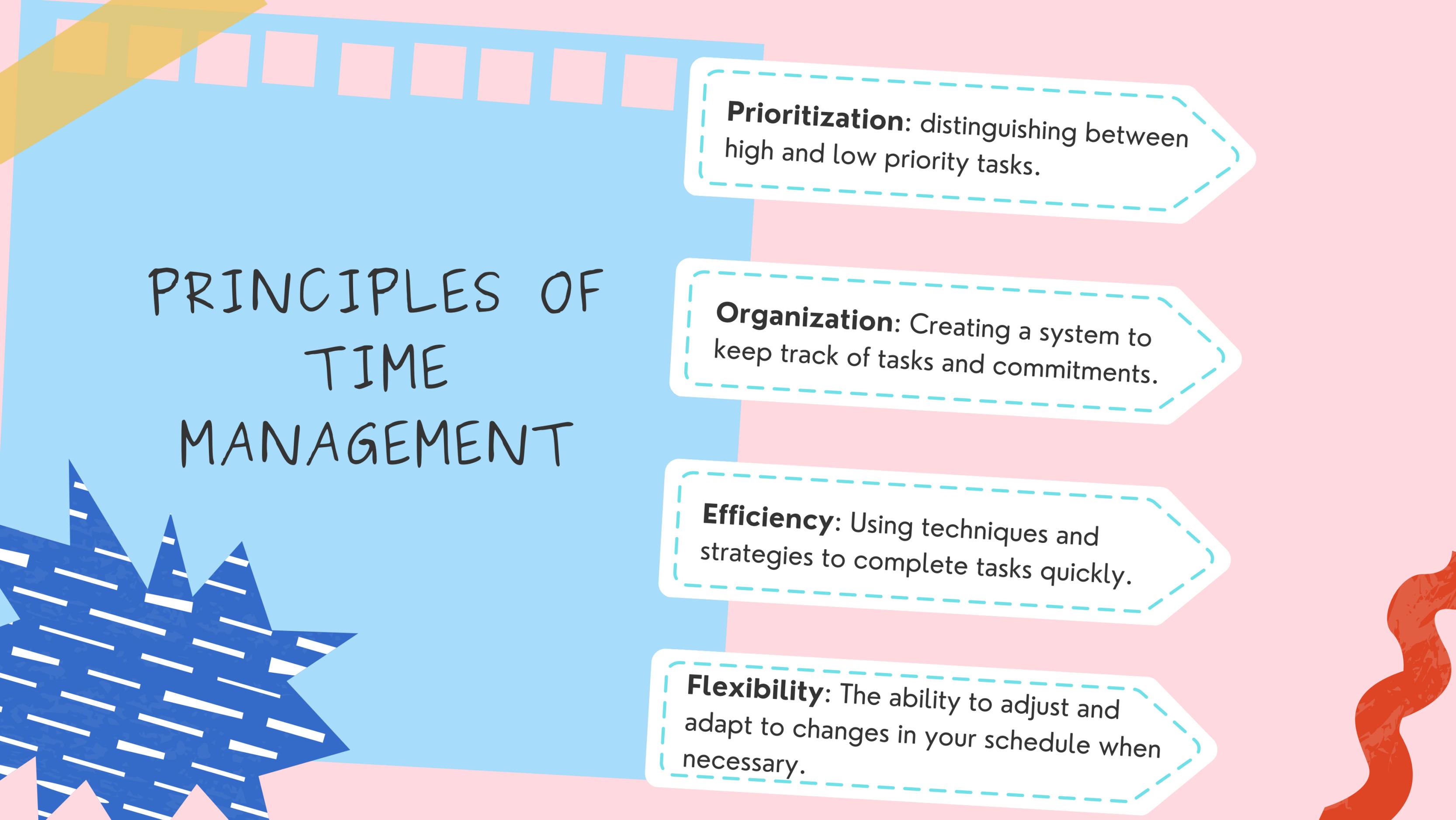


Time Management:

The process of organizing and planning to divide your time between different activities.

Utilizes a set of skills, tools, and techniques to manage time when accomplishing specific task, projects, and goals.





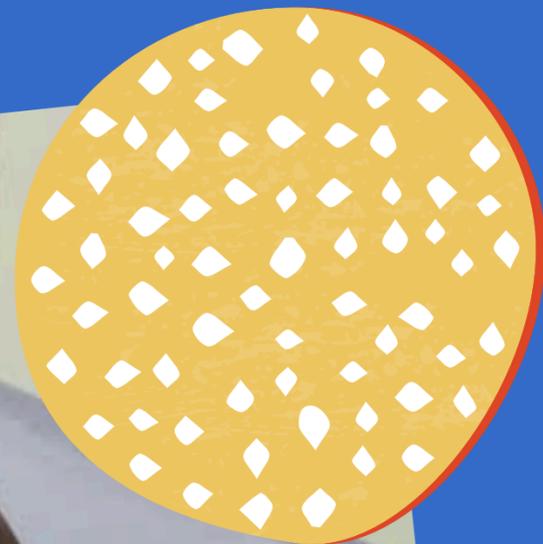
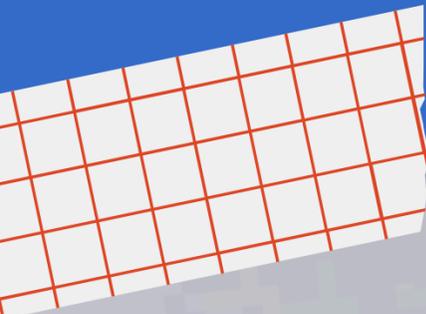
PRINCIPLES OF TIME MANAGEMENT

Prioritization: distinguishing between high and low priority tasks.

Organization: Creating a system to keep track of tasks and commitments.

Efficiency: Using techniques and strategies to complete tasks quickly.

Flexibility: The ability to adjust and adapt to changes in your schedule when necessary.



USING YOUR PLANNER

Elements of a good planner:

Calendar

To-do list

Priority Tasks

Reminders and Notes

How to use your planner:

Setting it up

Daily Planning

Weekly Review

Adjustments if needed





STEP BY STEP PLANNER USE



Identify Main Categories

Categories can be based on classes, personal life, extracurricular activities, and special projects.

Fill in Fixed Commitments

Include classes, work hours, club meetings, etc.

Add Assignments and Projects



Write down due dates and break down larger projects into smaller tasks with their own deadlines.



STEP BY STEP PLANNER USE



Set Aside Study Time

Plan specific study times for each subject per week.

Consider your most productive times of the day.

Include Personal Commitments & Self-Care

Don't forget time for exercise, relaxation, hobbies, socializing, and self-care.

Review & Update Regularly

Check your planner daily and update when needed. Cross out completed tasks.



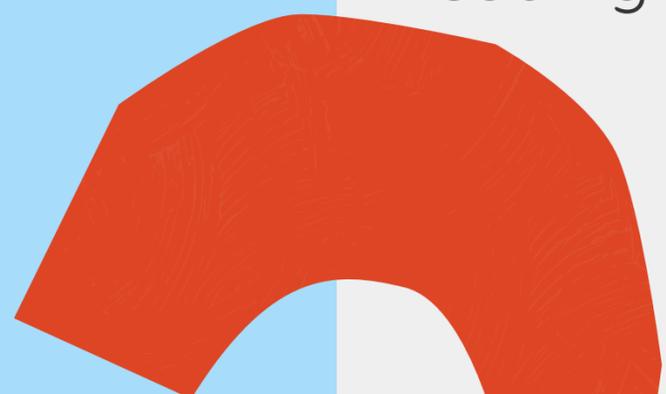


STEP BY STEP PLANNER USE



Utilize Symbols & Colors

Differentiate tasks, appointments, and deadlines using color coding or specific symbols.



Set Priorities

Mark high priority tasks. Make them easy to see in your planner.

Leave Space for Notes

Have space to jot down thoughts, ideas, or things to remember later.



WHAT IF I GET OFF TRACK

Don't Panic

Accept it and resolve to get back on track.

Assess the Situation

Review and identify what's been missed.

Prioritize

Determine which tasks are most important and urgent.

WHAT IF I GET OFF TRACK

Reschedule

Find new time slots for the postponed tasks.

Avoid Overcompensation

Don't cram too much into your schedule to "catch up". It can lead to burnout and more missed tasks.

Start Fresh

Turn the page. Clean up your planner, remove completed tasks, update your to-do lists.



WHAT IF I GET OFF TRACK

Set Realistic Goals

Be realistic about what can be done in one day.

Reflect on what led you off track

Understand why you fell behind.

Make necessary adjustments

Use your reflections to make adjustments.

WHAT IF I GET OFF TRACK

Maintain Consistency

Regularly review and update your planner, even when things are going smoothly.

Consistency is key to staying on track.



FREE PLANNER & TIME MANAGEMENT APPS

- Google Calendar
- Microsoft To Do
- Trello
- Evernote
- Todolist
- My Study Life
- Forest





THANK YOU

Follow us on social media

@mtsu_SSS

Complete planner quiz [here](#)

TO DO

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Venue Wa

- Is the barn rainproof?
- Parking-lot? wheelchair access
- Crystal chandeliers
- Floral arrangements
- Bonfire Available?
- Bridal suite

ODING VENUES