



WASHINGTON STATE UNIVERSITY
World Class. Face to Face.



Time Management for Life:

How to balance life and academics



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What will this workshop cover?

- **The purpose of time management**
- **Important components of effective time management**
- **How to set goals**
- **Time management tools**
- **Quiz: Where is your time going?**

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Question?

**What issues are you having
with time management?**

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Time Management: Why is it important?

- **Applicable to everything we do in life**
 - **School**
 - **Job**
 - **Family**
 - **Extracurricular Activities**

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Why is Time Management Different in College?

- **As a college student:**
 - **There is less structure**
 - **No supervisor/parent to assist in balancing the work load**
 - **Many people/activities who want/demand your time**
 - **Studying/learning demands**

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Time Management Principles

1. You control your life by controlling your time.
2. Your behavior is a reflection of what you truly believe.
3. Daily planning leverages time through increased focus.
4. You satisfy your needs when your beliefs are in line with reality.
5. Negative behaviors are overcome by changing incorrect beliefs.
6. When your daily activities reflect your governing values, you experience inner peace.
7. Give more and you'll have more.

Time is a created thing. To say "I don't have time" is like saying, "I don't want to..." - Lao-Tzu

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10 Tips for Time Management

1. **Make a list prioritize and check things off as you get them done**
2. **Review your list from time to time. Is everything on the list necessary?**
3. **Ask yourself, “ What’s the best use of my time right now?” Then do it!**
4. **Be willing to sacrifice “perfection” to get things done.**
5. **Learn to say “no” to demands that don’t benefit you.**

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10 Tips for Time Management

6. **Whenever possible delegate!**
7. **Don’t waste time on minor decisions.**
8. **Arrange your work time to keep interruptions limited.**
9. **Be realistic about what you can accomplish during a given period of time.**
10. **When is your energy at its peak? Plan your work for those times and use your less energetic times for leisure or a nap.**

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Habits of Effective Time Managers

- **Be Proactive**
 - Understand what is expected of you and what you expect
 - Set *realistic* goals
 - Take *responsibility* for what you do and don't do
 - Make a deliberate choice to control what you do with your time
- **Begin With the End in Mind/Look Ahead**
 - Think things through
 - Keep a calendar/planner that notes important deadlines and due dates

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Habits of Effective Time Managers

- **Put First Things First**
 - Distinguish the goals that are truly important from those that are not
- **Be Patient! It takes time to learn how and get used to the time management process**

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Keys for Effective Time Management in College

- Adopt effective time management habits
- Avoid procrastination
- Set goals
- Choose and apply an effective organizational and time management tool/s
- Use effective study strategies

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Keys for Effective Time Management in College

- Assess where your time is going
 - Evaluate your life style
 - Sleep routine
 - Eating regularly and healthy/exercise
 - Leisure/friends
 - Soft addictions
 - Dealing with stress

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Overcoming Procrastination

1. Take a hard look in the mirror
2. Assess your level of motivation
3. Set small goals for yourself
4. Once small goals are achieved, think about setting larger goals
5. Don't get derailed by setbacks

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Setting Goals

- **Select a goal**
 - Short term
 - Long term
 - Life long
- **Ask whether the goal is achievable**
- **Be certain you genuinely want to achieve this goal**
- **Identify why this goal is worthwhile**
- **Anticipate and identify difficulties you might encounter**
- **Devise strategies and steps for achieving the goal**

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Myths About Goals

1. You should not edit or alter your goals
2. You must achieve perfection
3. Maintenance of the status quo is not an acceptable goal for a period of time
4. Achievement of goals is just a matter of luck

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Choosing a Time Management Method that Works for You

- Not all time management methods work for everyone
- Understanding who you are as a student/learner can help you assess which method is best for you
- After assessment, choose a time management organizational tool that can assist you in being a more productive time manager

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Organizational & Time Management Tools

In order to accomplish your goals you will need to use
Organizational and time Management Tools

Which Planner is right for you?

- Tech
 - PDA
 - Palm Pilot
 - Blackberry
 - Computer Scheduling Programs
 - Outlook
 - iCal

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Organizational & Time Management Tools

In order to accomplish your goals you will need to use
Organizational and time Management Tools

- Schedules/Calendars
 - Daily Planning
 - To Do Lists
 - Weekly Calendar
 - Monthly Calendar
 - Semester Calendar
 - Semester on a Page
- 4-Year Plan
 - Use a General Course Catalog
 - Meet with an advisor

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Creating a study plan

- Plan 2 hours of study time for every hour you will spend in class
- Study boring or difficult subject first
- Avoiding marathon study sessions
- Be aware of your best time of day
- Use waiting time
- Avoid burnouts

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Choose a Study Method

- Choose which study method works for you
 - The Study Cycle
 - Intense study session
 - Weekend Review

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Time Management Strategies for Finals

Ask yourself the following questions:

- 1. In what subjects do you have finals?**
- 2. Which, if any, are cumulative?**
- 3. What material will they cover? (see syllabus)**
- 4. What will you do to review?**
 - 1. Describe or list for each course**
- 5. How many days/hours will you need to review for each final (estimate)?**
- 6. How many days do you have available to review for each final?**

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Assess Your Time Management

**Take ten minutes to assess
where your time is going**

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Time Management Resources

- Time management books
- Other Learning Strategies Workshops
 - Louisiana State University Learning Strategies Website www.lsu.edu/learn
 - or
 - Visit the Student Advising and Learning Center website and select “workshops”

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Start a Time Management Plan Today

- What time management tool do you plan to use?
- What study method do you plan to adopt?
- Do you plan to manage your schedule daily, weekly, or monthly? Or do you plan to do all three?

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Question?

**After participating in this workshop,
are you willing to implement good
time management habits?**