

Time Management Tips



❖ What is time management?

- Time management is how you use time or what you spend your time doing.

❖ Use a Calendar: Use ONE calendar to write everything down.

- Schedule time to relax in your calendar!
- Allow room for flexibility in your calendar. Sometimes events come up at the last minute!
- Plan ahead! If you have a large research paper due at the end of the semester, figure out how much time you need to complete it. Work backwards from the day it is due.

❖ Write a “To-Do” Lists:

- Every Sunday evening, write down what you want to get done for the upcoming week. You can write this down on a 3 x 5 index card or in your calendar.
- Rate each task by its importance. For example, put an “A” next to an item that is the most significant. “B” next to items that are important but can wait a couple of days. “C” next to items that you would like to do but are not important (such as “buying new tennis shoes”).
- As you complete each task, cross it off your list.

❖ The 80/20 Rule

- This is also known as the Pareto Principle. Pareto, an Italian economist, observed that 20 percent of the population in England owned 80 percent of the land.
- Out of everything you do during the day, only 20 percent really matters!
- For example, if you accomplish 20 percent of the tasks on your “To-Do” Lists, you have produced 80 percent of your results.
- Use this rule to help you focus on what is most important!

❖ Study in the Library

- If you have a difficult time studying at home, study in the library at school! In the library, you are limited to what you can do. Also, there will be other people studying.

❖ Learn to Say “No”

- Learn to say “no” to people and events that you don’t have time for. In your statement explain why: you have an early class tomorrow or need to study.

These tips were excerpted from: Dr. Ken Burns, All You Really Need to Know: How to Succeed in College by Really Trying. Kendall/Hunt Publishing, 2004. & Marsha Fralick, College Career & Success. Kendall/Hunt Publishing, 2006.