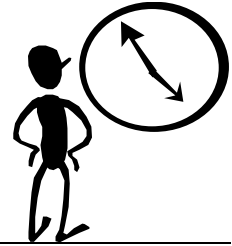


Time Management

Academic Success Center
Iowa State University



In the spaces below, please write how many hours you spend doing those things in a week. (For example, if you get 7 hours of sleep per night, you would write 49 in the sleep column.) Be as honest and accurate as you can. When you are finished with all of the categories, total up the number of hours you have accounted for.

Sleeping	_____
Studying	_____
Eating	_____
Exercising	_____
Chatting Online	_____
Talking on the phone	_____
Extracurricular Activities	_____
On/Off Campus job	_____
In-Class	_____
Socializing with friends	_____
Watching TV	_____
Volunteering	_____
Procrastinating	_____
TOTAL # of HOURS	<input type="text"/>

- ◆ Approximately how many hours do you feel you waste in a week?
- ◆ In was categories do you waste the most time?
- ◆ Are you surprised at the way your time is distribute?
- ◆ What areas would you like to see change?

Time Management is a Way to Success!

Set Goals. Determine exactly what you want to accomplish. This may be what you want to accomplish in a day, a week, a semester, or even longer. What are your academic goals? Maybe you want to have your Psychology paper finished by the end of the week so you can enjoy your weekend. What are your extra-curricular goals? How much time are you willing to commit to your extra-curricular activities? Do you have any personal goals? Maybe you want to expand your social circle or start exercising. By setting goals, you will be more inclined to follow through with them and accomplish your tasks.

Prioritize. Once you know what needs to be accomplished, you must prioritize your tasks. This means figuring out which tasks are most important and which ones can be put on hold. Be sure to stay focused on the most important task before you move on to the next ones. To help you better prioritize your tasks, you may want to number them in order of importance. For instance,

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if you have a paper that is due in a week and a small group project that is due in a month, it makes more sense to put your paper at the top of your priority list followed by your group project.

Organize. Being organized will help you achieve your goals in a timely manner. You need to organize your tasks so you will know what needs to be accomplished and when they need to be accomplished. Create a weekly calendar that includes your schedule for classes, study time, social events, club meetings, exercise time, and any other time necessary to achieve your goals. Also, be sure to include assignment due dates in this calendar so you don't miss a deadline. Abide by this calendar every week so you will develop a regular routine while learning how to manage your time.

Avoid Procrastination. Procrastination is the main downfall of achieving time management skills. If you plan on doing an activity, stick to your schedule; don't put it off until tomorrow. Doing so will only cause stress over trying to complete the task in time. By setting predetermined goals and prioritizing them, you will be less inclined to procrastinate.

Utilize Spare Minutes. Do you ever find yourself aimlessly waiting on an activity to start or on someone to meet you? If so, you need to start using those extra minutes wisely. For instance, if you find yourself waiting on a class to start with nothing to do, consider starting on those reading assignments from your last class or begin thinking about a topic for your Philosophy paper. By accomplishing small tasks while you're waiting, you will find that you have extra time to complete those larger tasks when you actually start on them.

Know When You are Most Productive. Everyone has a time period during the day when they are most productive. Maybe you get more tasks accomplished in the morning than the evening or vice versa. Use times when you have the most energy to accomplish the tasks that are more demanding such as schoolwork. The times when you have less energy to work on tasks that are less challenging could be used for items such as running errands. You will notice that you'll get more tasks accomplished throughout the day by implementing this strategy into your time management plan.

Steps To Success!

1. Keep a planner
2. Set short and long term goals
3. Combine several activities
4. Stick with your goals
5. Don't be a perfectionist, do the best you can do and plan ahead
6. Seek help with projects and tasks
7. Learn to say "no"
8. Seek feedback to coursework or clarify expectations
9. Make a "to-do" list