

Time Management

*Taken from the "Aspire Program," Keene State College. Used with permission.
<http://www.keene.edu/aspire/timemgt.cfm>*

1. Have, maintain, and use a semester calendar to indicate when major projects will be due, exams will be given, and events will be held. Plan ahead to minimize the effect of "crunch" periods.
2. Keep and use a date book for appointments, meetings, classes, and errands.
3. Take time each week to overview what is coming up the next week and plan time for doing assignments, projects, errands, etc. Ask yourself, "What are my goals for the week?"
4. Maintain an ongoing list of things to do. Better yet, prioritize your "things to do" according to their importance.
5. Use small bits of time effectively. In fifteen minutes you can review, edit, and revise your notes from a recent lecture. Think about other ways to effectively use these small bits of time between classes and meetings. Ask yourself, "What is the best use of my time right now?"
6. Know what times of day are best for you mentally and physically. Use that information to help you plan your time.
7. Handle each piece of paper once. Stop shuffling paper from one pile to the next. Make a decision about what to do with the paper and do it.
8. Have a tough task to do? Do it now. Don't procrastinate. If the task looks overwhelming, use the Swiss cheese principle: bite off small holes in that block.
9. Take time for you: exercise, cultural activities, relationships, and sleep; otherwise, stress will mount and your quality of life will plummet.
- 10. Learn to say, "No!"**

Student:

Month:	<h1>Typical Weekday In The Life Of:</h1>
Day:	
Year:	

<p>Write down the activities that you are involved in during a school day. Write FR for family responsibilities, SR for school responsibilities, PR for personal responsibilities. For example: Pick up brother from school (FR), complete Math homework (SR), attend school dance (PR).</p>	FR, SR, PR
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6:00 a.m.		
6:30		
7:00		
7:30		
8:00		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00 noon		
12:30 p.m.		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		
5:30		
6:00		
6:30		
7:00		
7:30		

FR, SR, PR

8:00		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00 a.m.		
After midnight		

Time Management

Student: _____

Using the information from the Time Management Overhead and the information you entered on the **Typical Day In The Life Of...** worksheet, identify **at least three areas** in which you are successfully using good time management skills and at least three things you could do to improve your time management skills.

I am using good time management skills in the following ways:

- 1.
- 2.
- 3.

I could improve my time management skills by doing the following things:

- 1.
- 2.
- 3.

How well do you manage your time and responsibilities?

Do you spend too much time relaxing or not enough?

Review the types of responsibilities listed in this lesson (family, school, personal) and answer the following questions based on the Typical Day schedule you completed:

- a) Which of these three areas of responsibility do you find most challenging?

b) Which area of responsibility takes up most of your time?

c) How well do you manage your time given your list of responsibilities?