

## **Time Management:**

### **Goals:**

To organize your schedule and find more time for relaxation

To set both short term and long term goals

To set priorities

To avoid procrastination

### **Questions and Suggestions:**

What is most important to you? What must you accomplish today? Tomorrow? Next week? Next month? This year? Be realistic about what you need to accomplish, and when.

What is your peak efficiency time during the day? Are you more focused in the morning, afternoon, or at night?

When do you work on your most difficult assignment? For instance, writing a paper for a history class, reading a difficult article, and/or studying for a biochemistry exam? Do you try to work on the most difficult assignment during your peak study periods?

When do you do housework? When do you type a lab report? When do you check your e-mail? When do you do your laundry?

Make a long-term schedule. Write down major due dates. Write reminders of when you need to start working on a project.

Make a schedule for each week. Make a specific schedule for study times. When estimating time, consider how much time you need, the number of assignments, how fast you read, how difficult the subject is for you, and how much time you need to just think about readings and writings.

Reevaluate your schedule after every week.

-Did you overestimate or underestimate the time needed for each type of assignment?

-Did you find conflicts invading your schedule? What did you do?

-Could you have prevented the conflict?

-What will you do next week if a conflict or an over- or underestimate occurs again?

Schedule leisure time. As a transition, think positively: Concentrate on what you accomplished and look forward to what you will accomplish.

-List a few big time wasters and describe how you might change them.

-List at least three time-savings strategies you have used before.

-Decide how you will use short breaks.