

Time Management



Primary Source: Kanar, C. C. (2008). Student achievement series: The confident student, (6th Ed). New York, NY: Houghton Mifflin Company.

How to GRAB Some Time

G Goal

R Responsibilities

A Analysis

B Balance

GOAL

- To **GRAB** some time, set a **goal**.
- Ask Yourself:
 - What do you want to do?
 - Would you like to set aside a block of time each day for completing assignments?
 - Would you like to have designated nights during the week set aside for studying?
 - Would you like to set aside time each week for studying in the library?
- The goal is up to you.
- It should be a reachable goal.
- The time limit you set should be one you can live with.

RESPONSIBILITIES

- To manage time you must first determine what your **responsibilities** are.
- We all have responsibilities - these may include responsibilities at home, jobs, and school work. All of these responsibilities somehow have to be met.

- Enlist the aid of family members, roommates, your boss or anyone else who is in a position to help you reach your goals. - Work with family members or roommate to share household tasks or work with your boss to adjust your hours to accommodate your study needs.

ANALYSIS

- **Analyze** where your time goes; by doing so you may be able to find a more efficient way to use your time.
- What are the **fixed times** in a typical day for you? **Fixed times** are times you cannot change, such as work hours or class times.
- What are the **flexible times** in a typical day for you? **Flexible times** are the hours of a day that you can control, such as when to sleep or eat.

BALANCE

- **Balance** your time through scheduling.
- A **schedule** is a structure you impose on the events of one day, week, semester, or any other block of time you choose.
- A schedule is a plan for getting things done. It is your commitment to complete certain tasks at certain times so that you make steady progress toward your goals.
- Managing your time will allow you to balance work and leisure so that you meet your responsibilities and still have time for yourself.

Avoiding Procrastination

Why do people procrastinate?

- Your task seems difficult or time-consuming.
- You have trouble getting started.
- You lack motivation to do work.
- You are afraid of failing.

Tips to Beat Procrastination:

- Break large assignments into smaller units of work that you can complete in one sitting.

- Set a goal to spend a certain amount of time each day working on the assignment until it is finished.
- Be organized; create an orderly work area with everything you will need so that you will be ready to begin the moment you sit down.
- If you are putting off an assignment because you don't know where to start or aren't sure about how to do the work then seek help. Make an appointment with the instructor or talk with someone in your class.

Useful Web Sites:

<http://www.studygs.net/timman.htm>

<http://www.youtube.com/watch?v=RM8LgOWeNvg>