

The background is a collage of four quadrants. The top-left quadrant shows a stack of papers on a purple background. The top-right quadrant shows a clock face on a pink background. The bottom-left quadrant shows a stack of papers on a green background. The bottom-right quadrant shows a clock face on a yellow background. A large black-bordered box is centered over the top two quadrants, containing the title. A smaller black-bordered box is centered over the bottom two quadrants, containing the presenter information.

Time Management Workshop

Presented by Student Support
Services

Pitt Community College



24 hours

- We all have the same amount of time in a day.
- It's what you DO with your time that counts
- (This is where Time MANAGEMENT comes in!)



Where does time go?

- Number of hours of sleep each night _____
- Number of hours spent grooming each day _____
- Number of hours for meals/snacks _____

- Travel time to and from campus _____

- Number of hours per week for regularly scheduled activities (meetings, sports, church, etc.) _____
- Number of hours per day of errands, etc. _____
- Number of hours of work per week _____
- Number of hours in class per week _____
- Number of hours per week spent with friends, social events, going out, watching tv, etc. _____
- Total _____



There are a few things we can do to simplify our hectic lives:

- Analyze your time
- Evaluate the way you use your time
- Relate time to purpose
- Use forward planning and scheduling of time
- Overcome procrastination



Analyze your time

- Go back through your last week and fill out a schedule based on how you used your time.
- This allows you to SEE in black and white where your time went.



Evaluate the way you use your time

- Time Management Self-Analysis Quiz
- Answer each question with a “yes” or “no”



1. On my daily “Things I Must Do” list, I include some activity for my own personal enjoyment or satisfaction.



2. Each day and week I deliberately leave some free and uncommitted time in my schedule for the spontaneous, spur-of-the-moment kinds of activities that add fun and joy to life.



3. I've learned to let go of some old habits and traditions – realizing that there is a “time and season to do all things.”



4. I've learned to lower some standards with the understanding that often we are unrealistic, and our expectations are too high. As a result, I have cut down on routine "jobs", delegate some, and have given others up entirely.



5. I practice saying, “No” when outsiders, friends, and family try to tell me how I should be using my time.



6. I am good at controlling interruptions. I am able to ask people to call or come back at a more convenient time.



7. I do not take on new responsibilities without relinquishing some old ones. There is no such thing as superman or superwoman, and I realize that I cannot do everything.



8. I use a daily calendar marked by the hour and visibly block out time for myself.



9. I attack big projects by the “swiss cheese” approach....a little at a time each day.



10. I have set priorities for the future. (days, weeks, year)



Evaluate your use of time (continued)

- How many of your activities are really important?
- Can anything during your week be done by anyone else?

Relate time to purpose (or in other words, “prioritize”!)





- Is the majority of your time directed toward things that are important to you?
- OR....
- Are you spending a lot of time on things that have little or no value to you?



Tips:

- Use biological rhythms to your advantage
- Optimize your work environment
- Safeguard blocks of work time by saying “no” to other things
- Close your door
- Use an answering machine

Forward Planning and Scheduling of Time



- It's not impossible!
- Try keeping a detailed weekly calendar
- Also keep a semester calendar

Semester Calendar

- At the beginning of the semester, enter all important dates on the calendar
- Plan when to start working on big assignments
- Leave yourself a “grace” period, and you will be finished before the assignment is due





Semester Calendar Continued

- This helps you to see which weeks look very busy so that you can plan accordingly
- Remember that not everything can be planned on a calendar
- Most experts recommend leaving two hours of every day unscheduled
- Remember that many things take longer than you think they



- Find a scheduling technique that works for you
- Make sure that your schedule is realistic

Stop Procrastination!

- 1. Establish specific goals
- 2. Identify when they actually need to be met
- 3. Make an early deadline for yourself (This really works!)
- 4. Tell someone who will hold you accountable to completing your tasks
- 5. Start on something; you may get interested in what you're doing and WANT to continue!





Stop Procrastination continued...

- 6. Be positive, not critical, about yourself and your abilities.
- 7. Work in a study group.
- 8. Ask for help.
- 9. Give yourself a reward when you complete a task.
- 10. Avoid rationalizations. (does it really affect your studying if your house is a mess?)



Set goals

- Think about three ways that you plan to improve your time management for this coming week.