Time Management

Presented by TRIO: Student Support Services
Quiz...

• Did you know about that HUGE paper you kept putting off until the night before so you threw together 10 pages of JUNK just to turn something in?
• Did your computer break when you were typing your paper the night before it was due, and your instructor had no sympathy and gave you a big fat “0”?
• Or have you ever been a zombie because you stayed up all night studying for a biology test you’ve known about for weeks?

If you answered **YES** to any of these questions, you are like most college students. We all procrastinate and put off things...**IT'S HUMAN!**
This workshop will cover

• Tips and tricks to better manage your time.
• How to become more productive & organized.
• You will be able gradually implement these tips in to your daily routine to make life less stressful.
Prioritize

Sometimes we need to seriously prioritize and find the RIGHT balance in life. Ask yourself...

- What are my priorities?
- Should I just focus on being a part-time student because I need a full time job?
- Or should I make some sacrifices and focus on getting my degree?
- How much time do I need to allow for family and friends?
- What extracurricular really mean the most, and will guide me on my career path.

Okay, now that you see our goal, how can we improve our ability to manage our time.
PROCRASTINATION

• Do you ever find something more important to do, just to put off working on an assignment?
• Do you often tell yourself, “I’ll just watch a little TV or surf the Internet just for 10 minutes, and get right back to your homework?
• Ever waited until the last minute to work on an assignment or a project, and underestimated the amount of work it took?
PROCRASTINATION

If you answered yes to any of these questions, you have procrastinated, some more than others.

• We might not have enough confidence in ourselves to handle an assignment or project.
• We get overwhelmed by too many things to do; we know we can’t get them all done, so we give up all together.
• We set unrealistic goals.
Dealing with Procrastination

• Designate a specific place to do your work.
  - Make sure you have a specific place to get your work done (library, kitchen table, Starbucks, Café etc.)
  - Make sure it doesn’t have many distractions like cell phones or TV.

• Break up big projects and assignments
  - don’t wait until the last minute to study, conquer a big research paper or project. Do a little each day until it’s done, that way you won’t be overwhelmed.
Dealing with Procrastination

- **Be smart with your free time.**
  - If you're waiting for the bus, between classes or at the doctors office, can you be studying or getting ahead on your assignments?

- **Expect the unexpected.**
  - Don't wait until the last minute to do an assignment, you might have a family emergency, get sick or your computer might crash.

- **Learn to say "NO!"**
  - Your friends want to go to the mall and you know you have a huge test you haven't started studying for. The answer should be "NO!"
Getting Organized

- Make a list of your activities in a typical week
  - Make a list of class assignments, papers, projects, and tests.
  - List activities that are always consistent; their times cannot be changed (classes & work).
- Create a plan or outline for your week & prioritize your activities in order of importance.
  - Fill in the calendar provided or your own. Give each activity its own time so you're not overwhelmed by a long to-do list.
### Getting Organized (cont.)

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Now, you have taken your first step toward getting yourself organized. Be sure to keep your schedule up to date and keep in mind our procrastination tips and, repeat your calendar process every week.