

Seven ways to take back your time!

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How are you doing with your time management?

What Time Management in College Looks Like

Forget about time management-just get things done!

1. Collect. To begin, make a note about every unfinished project and list them all.
2. Process. Ask, “Do I truly want or need to do something about this?”
3. Organize. Now group reminders into categories.
4. Review. Ask, “What are my current projects?”
5. Do. Every day, review your calendar and lists!

David Allen, *Getting Things Done: The Art of
Stress-Free Productivity*

(New York: Penguin, 2001).

Time cannot be managed

- Every human being gets exactly the same allotment of hours: 24 hours per day, 168 per week.
- We can manage our behavior so that we become more productive during the fixed number of hours that we all have.
- Experiment with the following behaviors. When it becomes a habit, choose another one.

1. Do It Now

Postponing decisions and procrastinating are major sources of stress. An alternate is to handle the task or decision immediately. Answer that email now. Make that phone call as soon as it occurs to you. Also use waiting time. Five minutes waiting between classes-all that adds up fast. Have short study tasks ready to do during these periods. Carry 3X5 cards with you with facts, formulas, or definitions and pull them out anywhere.

2. Delegate

Asking for help can free up extra hours you need for studying. Instead of doing all of the housework or cooking yourself, assign some of the tasks to family members or roommates.

In terms of studying, form a writing group to edit and critique papers, brainstorm topics or titles, and develop lists of sources.

3. Say No

Suppose that someone asks you to volunteer for a project and you realize immediately that you don't want to do it. Save time by graciously telling the truth up front. Saying "I'll think about it and get back to you" just postpones the conversation until later, when it will take more time.

Also experiment with doing less.

4. Use a Calendar

Experiment of what kind of calendar works best for you.

Schedule fixed blocks of time first. Start with class time and work time.

As a general rule, schedule two hours of study time for each week for every hour that you spend in class.

Avoid marathon study sessions.

Realize that unexpected things will happen and leave holes in your schedule.

5. Write Reminders

Commit to a to-do list. This is a list of specific actions-phone calls to make, errands to run, assignments to complete.

Complete items on your list at times between the scheduled events in your day.

Also include actions that are directly related to your goals.

Whenever you complete an item, delete from list.

Also include actions that are directly related to your goals.

6. Discover Your Personal Rhythms

Schedule your study time during your peak time.

When you are in a time crunch, get up a little early or stay up late.

Experiment with getting up 15 minutes earlier or going to bed 15 minutes later each day on a more permanent basis. Over the course of one year, either choice will yield 91 extra hours of waking activity.

7. Go For The Long Term

Thinking beyond today and the current week can help you see how your daily activities relate to longer-range goals. On your calendar, include any key dates for the upcoming semester. Here are some examples:

Test dates

Birthdays and other special occasions

Concerts and play

Due dates for major bills

Trips, vacations, and holidays

Practice Time Management

- Pick one time management strategy and share your plans with another person.
- Exchange emails and commit to contact each other in a week to check on status and to discuss other strategies to implement.

GOOD LUCK!

Review of Time Management Strategies

1. Do It Now
2. Delegate
3. Say No
4. Use A Calendar
5. Write Reminders
6. Discover Your Personal Rhythms
7. Go For the Long Term

David Ellison, *The Essential Guide to Becoming a Master Student*
(Boston: Wadsworth, 2012).