

TIME MANAGEMENT

Time management is one of the most important life skills college students can develop. Learning effective time management takes patience, perseverance, practice, and planning, but developing this skill now will make you more productive and efficient in the future, and it will help you achieve a better work-life balance.

Top 5 Ways to Manage Your Time Efficiently:

- Think big picture. Complete a deadline calendar for the entire semester.
- Break large tasks into smaller ones.
- Plan your week.
- Make a daily to-do list.
- Hold yourself accountable.
- The SSC has calendars, charts, and grids to help you with each of these tasks.

Skills for Time Management:

- Which of the following time management skills would you like to develop?
 - Using planning structures to track deadlines.
 - Using self-knowledge to my advantage (when and where I work best).
 - Listing things I need to do.
 - Prioritizing tasks.
 - Breaking large tasks into small parts.
 - Thinking realistically about how long things take.
 - Making time for self-care (sleep, exercise, eating, etc.).
 - Making time to plan.

Time Saving Tips & Strategies:

- **Prioritize.**
 - Divide your to-do list into activities that are 1) urgent and important, 2) urgent and not important, 3) not urgent and important, and 4) not urgent and not important. The more “important and not urgent” activities completed, the less undue stress you introduce and the better your work will be.
- **Create Good Habits.**
 - Begin reinforcing good study habits on the first day of the semester. It’s easier to create a good habit than to break a bad one.



The Habit Loop

From Charles Duhigg's *The Power of Habit*

- o The cue triggers your brain as to which routine to choose. The routine is your physical, mental, or emotional response to the cue. The reward is what you receive for choosing that routine. An example of a study habit loop would be getting out of class (cue), going immediately to the library to revise your notes and do your homework (response), and then getting some reward (a candy bar, a half hour playing video games, a feeling of self-accomplishment, etc.) for completing the cycle.
- ***Avoid Procrastinating.***
 - o Start with the most difficult part of a project or the hardest tasks on your to-do list. Then either the worst is done or you may find you don't have to do all the other small tasks.
- ***Short on Time? Try the Pomodoro Technique.***
 - o The Pomodoro technique is a time-management strategy that consists of breaking your tasks up into 25-minute segments of real, productive work. (pomodorotechnique.com)