



TIME MANAGEMENT



Analyzing how you presently use time is the first step to achieving better control of it. You must have specific, reliable information before you can determine opportunities for improvement. The best way to gather information is to keep a daily time log for a week and analyze it to see how you spend your time. After you have this information, you can determine if you are managing your time well.

There are three tests of time- **Necessity, Suitability and Efficiency.**

- 1) **Necessity**- Is this task necessary? For me? For my family? For my work? Not just nice BUT necessary. i.e., cooking meals for the family HAS to be done.
- 2) **Suitability** - Who should do this task? Should I? Should someone else? Whose skill level is right to perform this task? i.e., washing dishes, cleaning bathrooms can be done by children/young teens but grocery shopping might be done by older teens/adults
- 3) **Efficiency**- Is there a better way of doing this task? Faster way? Better procedure? Better technology? i.e., washing dishes can be done by a dishwasher

Your energy cycle-

Your personal energy cycle reflects when you are at your best and when you are lower in your abilities. Know your cycle so you can plan to maximize your highs and sleep during your lows. You will not always have control of the time frame but consider doing work that requires the most concentration, creativity and thought during your prime time. Leave less demanding activities for your low energy time. Plot your energy cycle on a time line. 10=high energy, 1=low

10																			
9																			
8																			
7																			
6																			
5																			
4																			
3																			
2																			
1																			

6 am 7 am 8 am 9 am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm

Setting priorities is a 2 step process:

- 1) List things to do
- 2) Prioritize the items on the list

Determine your priorities using the **ABC (MSN) method of prioritizing:**

- Priority A- MUST DO- these are critical
- Priority B- SHOULD DO- these may contribute to improved performance but are not critical
- Priority C- NICE TO DO- these may be postponed, rescheduled or cancelled if necessary

From this prioritized list, concentrate on the top of the list and check off as you complete the item.

There are only 24 hours in a day, 7 days in a week, use your time so you don't lose it.



A WEEKLY TALLY

ACTIVITY:

TIME NEEDED:

Credit Hours this Semester:

Study Hours (2 x credit hours):

Sleep/Naps (7 x ____ hours/day):

Meals (7 x ____ hours/day):

Hygiene (7 x ____ hours/day):

De-stress Activities (7 x ____ hours/day):

(Ex. exercise, reading, TV, video games, hobbies, etc.)

Communication Activities (7 x ____ hours/day):

(Ex. personal phone calls, e-mailing, text messaging, etc.)

Work/Volunteering (total hours/week):

Regularly Scheduled Activities (total hours/week):

(Ex. church, piano lessons, meetings, sports, etc.)

Commute/Travel Time (total hours/week):

Family Commitments (total hours/week):

Friend Commitments (total hours/week):

Household Duties & Errands (total hours/week):

(Ex. mowing the lawn, laundry, grocery shopping, etc.)

Total # of Hours You Need in a Week:

Number of Hours in a Week:

_____ **(168)** _____

HOW DID YOU DO?

Under 168 Hours: You appear to have EXTRA TIME

OR

Over 168 Hours: You appear to be OVER-COMMITTED

TIME MANAGEMENT: Creating a Master Schedule

What is a master schedule?

It is a type of schedule that reflects fixed and flexible events. It can be created just once a semester or can be done at the start of each new week. With this visual guide, you can devise any type of game plan that is do-able for YOU!

Why should I schedule my time?

Students who intentionally map out their days usually have numerous commitments to juggle, AND they want to maximize their time. Plus, a schedule helps to minimize decision-making on “what should I be doing right now?” The result can lower stress and anxiety.

Where do I start?

A master schedule should include fixed priorities – which vary from person to person – as well as flexibility. A suggested format may be:



FIXED TIMES:

1. Fill in all regularly scheduled class and lab times
2. Fill in all regularly scheduled work/volunteer hours
3. Fill in all regularly scheduled activities (meetings, study groups, sports practice, piano lessons, church, etc.)
4. Fill in times for sleeping, eating, and personal hygiene
5. Fill in commute times to and from the above activities

** If you are a parent, remember to schedule in your children’s required activities!



FLEX TIMES:

1. Fill in one important “fun for me” activity for the week (more later!)
2. Fill in time for pre-class and post-class mini-reviews (10-30 minutes each)
3. Fill in time for exercise & “de-stress” activities at least several times a week
4. Fill in blocks for general study
5. Fill in blocks for household duties & errands
6. Leave open blocks for the “un-expected” (can be used for extra studying when needed - like midterms & finals)
7. And finally....fill in times for a few more “fun for me” activities!



MY MASTER SCHEDULE

SEMESTER/**W**EEK OF:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
6:00am								
7:00am								
8:00am								
9:00am								
10:00am								
11:00am								
12:00pm								
1:00pm								
2:00pm								
3:00pm								
4:00pm								
5:00pm								
6:00pm								
7:00pm								
8:00pm								
9:00pm								
10:00pm								
11:00pm								
12:00am								

MISCELLANEOUS NOTES:

Adapted from Red Rocks Community College website

2 Common time-wasters

The most common time-wasters are **YOU** and the **THINGS AROUND YOU!!**

You cause time to be wasted by: disorganization, procrastination, social interaction, perfectionism, acceptance, and risk avoidance.

The **THINGS AROUND YOU** wasters are: visitors, telephone calls, mail, e mail, texting, television, radio, computers, waiting for someone or something, unproductive meetings and crisis.

How to clean up the common time-wasters

Disorganization- With a messy house, put things away immediately after use. Throw things away if you don't use it in 3 months. Set up a personal filing system. Use a filing cabinet or computer files to keep track of everything from bills to correspondence to projects to instant tasks to self-development to future ideas.

Procrastination- Set deadlines and stick to them; reward yourself for meeting deadlines; be accountable to someone for deadlines; do undesirable tasks early in the day, **DO IT NOW!!**

Social interaction- Respect the time of others and yourself, develop ways to have your social needs satisfied.

Perfectionism- Distinguish between tasks that require high quality perfectionism and those that do not, i.e., computer input vs. putting children to bed.

Acceptance- Take inventory of what you do well. Look for ways to provide confirmation of worth for yourself and others, refer to this when times are tough. Learn to say no or later to requests that come your way.

Risk avoidance- Examine what is at stake with each task. Explore possibilities for success/failure. Compare potential payoff and potential cost of the opportunity. You cannot eliminate all risk. You must put yourself in a vulnerable position at times.

Visitors- Control time taken with visitors with both courtesy and judgment. When someone drops in at work, stand up to talk. Do not invite them to sit. At home, excuse yourself after a reasonable time with guests if you absolutely have to finish projects.

Telephone calls- Courtesy and judgment are again to be used. Do take messages and get back to them when projects/issues do not permit a conversation.

Mail- Handle mail only once. Either read it or trash it. Info mail may be saved for a more convenient time.

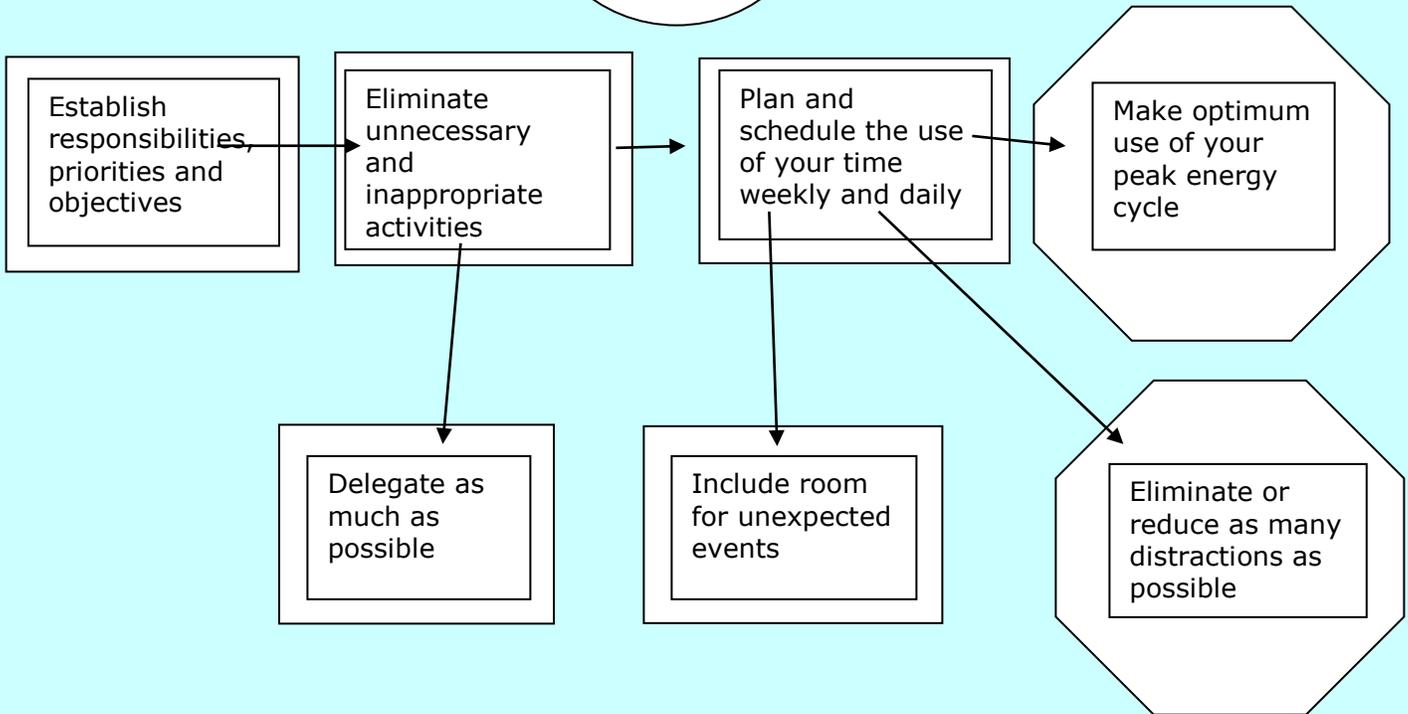
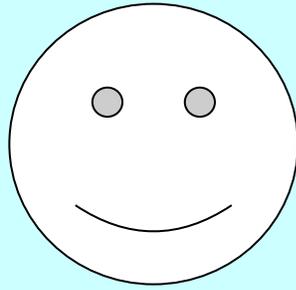
Waiting- Be prepared to work on some task when you may be waiting. If you have waited too long, leave with an appropriate note and offer to call them or have them call you at a more convenient time.

Meetings- Keep to an agenda. Don't socialize during meetings. Stick to the point of the meeting.

Crisis- Unexpected events will hit us all. Finish projects today so they are not a crisis tomorrow. With an uncontrollable crisis, take a deep breath; organize your thoughts to approach the situation with a clear head.

Time management innovations-Telephone - answering machines, voicemail, dialing features, hands-free operation, call forwarding, conference telephone calls, teleconferencing, and video conferencing

Computers-Limit computer time each day. E mail /texting should be limited to specific times when you are not busy.



In the area of time, ask yourself these questions and answer them honestly

How is my time being spent?

Where do the hours of my day go?

Do I have an organizer or calendar/chart that records where I am spending my time?

Are there any ways I could be spending my time better?

Do I enjoy where I spend my time?

Can my time be better spent in more productive endeavors?
