

Time Management

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Mindset Strategies

- Apply growth mindset to your time management. Aim for continued improvement and celebrate your successes as you go.
- Count all your time as time to be used and try to get satisfaction out of every moment.
- Find something to enjoy in whatever you do.
- Try to be an optimist and seek out the good in your life.
- Find ways to build on your successes.
- Remind yourself, "There is always enough time for the important things." If it is important, you should be able to make time to do it.
- Put up reminders in your home, office, car, or in your phone, computer, planner, or binder to reinforce your goals.
- Examine old habits and search for ways to improve them to better reach your goals.
- Reward yourself for completing work or study times as planned, especially important or difficult achievements.
- Be aware of your self-regulatory skills. Seek to delay short-term gratification in favor of achieving long-term goals.
- Focus on taking action rather than worrying. Create SMART goals, follow through on them, and then trust the process you created to reduce worry and stress.

Scheduling Strategies

- Plan your week. Identify goals to accomplish, and set SMART goals that will bring you closer to your long-term goals. Make a list of all assignments that are due. Prioritize tasks to complete and schedule time to complete them, taking care to create a balanced, achievable plan for each day. Enter this plan into your calendar or planner.
- Plan your day each morning or the night before. Prioritize the day's tasks and set SMART goals to help you complete them.
- Evaluate your success at the end of each day and week. Celebrate your successes and make adjustments as needed to support your productivity.
- Look ahead in your month and try and anticipate what is going to happen so you can better schedule your time.
- Create a master calendar each semester listing major assignments, quizzes, exams, and other important deadlines for all your courses. Post this master calendar where you will see it.
- Set deadlines for yourself whenever possible.
- For longer assignments, create a step-by-step plan that breaks the task down into manageable pieces that can be more easily accomplished. For instance, break an essay into separate stages (e.g. brainstorm, research, outline, first draft, revision, second draft, editing & proofreading) and assign separate due dates to each stage.
- Make notes to yourself in a designated place in your planner, notebook, or phone. Immediately write down all tasks, assignments, and reminders.

- Structure study and homework times like a job: schedule these times in your calendar or planner, create and reach deadlines, and respect these scheduled times the same as you would class time or work time.
- Use small bits of time (e.g. before and after class, breaks, waiting time, commuting time) to review notes or do practice problems.
- Find strategies that work for you and turn them into habits.

Concentration Strategies

- Concentrate on one thing at a time.
- Schedule time to concentrate on high-priority tasks and long-term goals.
- Eliminate the urgent. Start with the most pressing, stressful, or difficult parts of the task.
- Address distractions quickly, then return to the task at hand.
- Jot down any thoughts, concerns, or reminders that arise as you are concentrating. Write them down quickly as they occur to you, reassure yourself you will address them soon, and return to the task at hand.
- Spend a few minutes reflecting on a task's benefit to your long-term goals before starting the task.
- Complete one task at a time. Multitasking zaps brainpower.
- Regain your focus by completing some deep breathing, yoga, stretching, or a short set of calisthenics (e.g. jumping jacks, sit-ups, crunches, lunges, squats). You might also try a short walk to help refocus your mind.
- Attend to physical needs such as food, hydration, and adequate amounts of sleep. Seek to implement regular self-care habits that keep stress to a manageable level.
- Combine related tasks. Do all math-related assignments together, for instance.
- Seek to study for several short, focused sessions rather than one long, exhausting session to maximize learning.
- Know your prime time. Schedule demanding tasks when you are fresh, alert, and productive.
- Minimize distractions. Try to keep social media, smartphones, and Internet surfing separate from study and homework times. Consider browser-blocking apps and other technological solutions.
- Take a break between tasks.

Procrastination Strategies

- When you catch yourself procrastinating, ask yourself, "What am I avoiding?"
- Diagnose your procrastination: what part of the assignment are you dreading? Identify where you anticipate difficulty and make a plan to overcome it.
- Break daunting tasks into smaller pieces that are easily attacked. Reward successes on the way.
- Catch yourself when you are involved in unproductive projects and stop as soon as you can.
- Avoid perfectionism. Overly high standards can easily discourage you from even starting a task.
- Turn timewasters into rewards.
- Visualize yourself defeating your own personal procrastination monster.