HOW TO MANAGE YOUR TIME

EVERY SECOND COUNTS!

HOW TO MANAGE YOUR TIME WISELY”
OVERVIEW OF TODAY’S SESSION

✓ Define Time Management
✓ How Time Management can be beneficial in your everyday life?
✓ How can you better manage your time with limited resources
✓ What are good and bad time management skills
✓ Time management tips for college
✓ How to manage your time to work for you
✓ Time Management Assessment
WHAT’S YOUR DEFINITION OF TIME MANAGEMENT?

Dictionary .com defines *Time Management* as:

the analysis of how working hours are spent and the prioritization of tasks in order to maximize personal efficiency in the workplace

My definition of Time Management:

making good use of your time to complete the task given, in a timely manner

What’s your definition of Time Management?
HOW TIME MANAGEMENT CAN BE BENEFICIAL IN YOUR EVERYDAY LIFE?

1. Planning
2. Routine
3. Longer Breaks
4. Limit Disruptions
5. Work don’t Read
6. It’s easier to edit than begin again
7. Never Give Up
8. Relax
9. Categorize
10. Meet Dates
HOW TIME MANAGEMENT CAN BE BENEFICIAL IN YOUR EVERYDAY LIFE?

Planning:
- is a great way to prepare before beginning the task at hand

Routine
- is a continuation of planning. You should adjust your own behavior performance to suit the routine best for you.

Longer Breaks
- if you’re able to work on a task for a longer period of time then you can reward yourself with a longer break time

Limit Disruption
- avoid disruptions as much as possible, which can cause you to waste time & not work at your full potential.

Work don’t Read
- If you’re a person who spends most of your time researching to complete the task. You must find a way to balance so that all your time won’t be looking for the information needed to achieve the task.
It is easier to edit than begin again

It’s common that people like to start completely over when working a task. It’s better time management if you just edit the work you’ve already started.

Never Give Up

It’s good to stick with a great idea it can pay off. You also must know when it’s time to walk away from flop which can be difficult.

Relax

It’s better on your health & performance if you relax. This doesn’t mean you should neglect the task, but just become at ease when working on the task.

Categorize

It’s wise to work on similar task concurrently. If you sort through your tasks for each week in advance, this gives you an opportunity to stay ahead just in case some pops up by surprise.

Meet Dates

Never procrastinate. It’s very important that you complete the task by the deadline assign. Deadlines are set for a reason and sometimes your task maybe the portion needed to complete a major project.

HOW TIME MANAGEMENT CAN BE BENEFICIAL IN YOUR EVERYDAY LIFE?
WHAT CAN YOU TO BETTER MANAGE YOUR TIME WITH LIMITED RESOURCES?

• Build you a schedule for all tasks at hand
• Organizes your task by highest to lowest priority
• Utilize individuals in your circle to benefit your needs
  • For an example: If you attend church one day a week and you’re having difficulty in your math course, but a friend is an expert in mathematics who’s there on the night you attend. You should schedule time for help during your time spent there.
• Think ahead
• Keep a small daily to-do list
**WHAT ARE GOOD & BAD TIME MANAGEMENT SKILLS?**

<table>
<thead>
<tr>
<th>BAD TIME MANAGEMENT SKILLS</th>
<th>GOOD TIME MANAGEMENT SKILLS</th>
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<tbody>
<tr>
<td>• Spending time on activities with no value</td>
<td>• Learning a new skill - Activities that teach you new skills are almost always a good investment of your time</td>
</tr>
<tr>
<td>• Not working</td>
<td>• Hobbies that more productive.” Your personal passion can drive productivity in all areas of your life</td>
</tr>
<tr>
<td>• Doing trivial activities when something of higher priority needs to be done</td>
<td>• Building Relationships – It is important to spend time building relationships</td>
</tr>
<tr>
<td>• Activities where nothing is learned or no mental/physical benefit is received</td>
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# TIME MANAGEMENT TIPS FOR COLLEGE

## Study Time Management Skills
- Take advantage of downtime
- Set goals
- Use the syllabus
- Work to boost your memory
- Learn What Works for You
- Study difficult subjects first
- Work in short blocks with breaks
- Team up with classmates
- Avoid skipping class
- Create a strategy

## Homework Time Management Skills
- Prioritize
- Don’t wait until the last minute
- Get ahead if you can
- Assign a specific amount of time the project should take
- Find your peak hours
- Break up large projects
- Work smarter
- Set mini deadlines
- Ask for help
- Don’t put off projects you’re dreading
HOW TO MANAGE YOUR TIME TO WORK FOR YOU!

Ask yourself the following questions:

• What is my schedule?
• Why do I need a planner?
• What is a priority on my to do list?
• What’s the purpose of the task?
• How long does each task take to complete?
• How should I organize my to do list?
• What are my short term goals?
• What are my long term goals?
HOW DO YOU PLAN TO IMPROVE YOUR TIME MANAGEMENT?

You Should Also Consider:

• What takes the majority of my time to complete?
• What takes the least amount of my time to complete?
• How do I balance all the things on my to-do-list?
• When should I take personal time for me?

Remember - A good balance between work, school, and personal time is important!