On Campus - Issue 19

***Make every minute count***

There are some parts of your school schedule you can’t control. Classes, projects, deadlines, and test preparation, just to name a few. Add up enough of these, and time you can dedicate to your schoolwork gets scarcer. When your time is limited, you’ve got to work harder to make it all count.

Here are four tips to help you make the time that you do dedicate to your schoolwork work harder, so you can get to all the other things you have to do:

1. Make a list. Before you roll your eyes, try it. Put a box next to each thing and check it off as you go. Or scratch it off. Write it on your hand. Or write it on an enormous piece of paper. Knowing what you’ve got to do is the first step to doing it.
2. Find your “best time.” Whether you’ve thought about it consciously or not, everyone has times of the day when they are at their most productive. Whether its 3 PM to 5 PM in the afternoon or midnight to 2 AM, find it.

3. Protect it. Distractions, emergencies, last minute stuff. Whatever you call them, if they cut into your “best time,” think about whether they’re really worth your time. A little commitment now will give you far more free time later.

4. Know your weaknesses. If it’s the phone, turn off the ringer. If it’s the television, unplug it. If it’s music, turn it off. If it’s silence, turn the music on. If you’re a clock-watcher, tape a piece of paper over the display.

Managing your time requires self-discipline, and nobody’s perfect. And rest assured that it will be worth it in the end.

Time management is not just something that will help you now; it’s something that you absolutely have to learn to be successful in your career. We invite you to jump-start your career by visiting www.pwc.com/us/personalbrand