Time Management

**Why is time management important?**

* Managing time well will make you more successful
* Bad time management = stress
* Time famine = too much to do with not enough time in the day

**Good habits can:**

* Help get control of your life
* Improve relationships
* Make smarter decisions
* Increase self-confidence
* Be happy
* Find balance

**Good habits:**

* 1 - Be proactive: Take charge of your life, have a can do attitude, take initiative
* 2 - Begin with an end in mind: control own destiny, personal mission statement(big picture)
  + Create SMART goals: Specific, Measurable, Achievable, Relevant, Time-Based
* 3 – Put first things first: organize yourself (Time quadrant)

**The time quadrant**

* Important = contribute to your goals, your destination
* Urgent = things that demand immediate attention

1. Important & Urgent
   * Crisis
   * Deadlines
   * meetings
2. Important & Not Urgent
   * Planning
   * Prevention
   * Preparation
   * Relationship building
3. Not Important & Urgent
   * Some mail
   * Activities
   * Interruptions
4. Not Important & Not Urgent
   * Time wasters
   * TV/Games
   * Trivia
   * Phone calls

**Examples:**

|  |  |  |
| --- | --- | --- |
|  | Urgent | Not Urgent |
| Important | Exam tomorrow  Car broke down  Late for work  Project due today | Goal setting  Next week’s assignments  Exercise  Relationships |
| Not Important | Texting/Emails  Interruptions  Other people’s problems  Unimportant phone calls | Texting/Facebook  Social time  Time wasters  Games  TV |

**Consequences of each quadrant**

|  |  |  |
| --- | --- | --- |
|  | Urgent | Not Urgent |
| Important | Stress  Burnout  Always putting out fires  Crisis management | Balance  Discipline  Few Crisis  Control |
| Not Important | Short term management  Controlled by others  Short-term focused  Crisis management | Irresponsibility  Fire from jobs  Dependent on others |

**Planning**

* Failing to plan is planning to fail
* Plan each day, weak, semester
* You can change your plan, but only if you have one

**To do lists**

* Break things down into small steps
* Do ugliest thing first
* Capture all your work
* Write things down that are due later on so you don’t forget them
* Write all labs, assignments, tests, etc. Don’t trust your brain

**What can stop you?**

* Negative thoughts
* Negative people
* Low self-esteem
* Fear of failure
* Fear of rejection
* Sleep/nutrition problems

**Food and sleep and exercise**

**Sleep**

* Lack of sleep can be counter productive
* Try to go to bed and get up at same time every day

**Food**

* Make meal plans
* Avoid junk food as it makes you tired

**Exercise**

* Exercise is proven to help boost productivity
* If stressed and not making progress take a 10 minute walk

**Minor time wasters**

* Interruptions during the day
* Being a slave to the telephone, email ,etc
* Music
* Unexpected visitors
* Social time that drags on

**Major time wasters**

* Procrastination
* Low self-esteem
* Slave texting
* Video games
* Not wanting to say no

**Ways to help yourself**

* Eliminate jobs you should not do
* Sechdule biggest tasks first
* Reduce time on personal activities
* Don’t over schedule yourself

**Interruptions**

* Turn notifications off
* Set a time away from social media and other communication methods
* 6-9 mins with 4-5 min recovery

**Avoiding procrastination**

* Doing things at last minute is more expensive than before the last minute
* Set deadlines
* Take control

**Delayed gratification**

* Marshmellow test
* Long term success in academics, professionality, socially(less likely to bully, more confident)

**Comfort Zones**

* Identify why you’re not enthusiastic
* Fear of embarrassment
* Fear of Failure

**Why aren’t we organized?**

* It takes too much time
* You don’t know how
* You want to do it perfectly

**Consequences of not being organized**

* Missing deadlines
* Missed opportunities
* Wasted time

**Be efficient and effective**

* Efficient: Completing a task with the least wasted labor, time or cash
* Effectiveness: Doing the things that make the most difference

**5-Step scheduling process**

1. Identify the time you have available
2. Block in the essential tasks you need to do to succeed
3. Schedule in priority
4. Block in time for unpredicted occurences
5. Remaining time is allocated to personal activities

* Use colors to categorize things
* Pick a day every week to review. Review classes to make sure you didn’t miss anything