

Time Management: How Can I Do Everything?

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As a result of this workshop you will be able to:

1. Recognize how time management is related to achieving your goals
2. Assess where your time goes and if you are using your time efficiently
3. List strategies, systems, and tools for effective time management
4. Define how to become better organized and minimize stress



“The surest way to be late is to have plenty of time.”

- Leo Kennedy



Benefits of Good Time Management Skills

- Increases efficiency and effectiveness
- Eliminates cramming/completing last minute
- Allows more time for review (not relearning)
- Lessens stress and anxiety
- Reduces procrastination behaviors
- Helps one reach a balance in life



Time Management: What Is It?

Conscious control of the amount of time spent on *school, work and other activities*, in order to maximize personal efficiency. Time management involves analyzing how time is spent, and then prioritizing different work tasks. Activities can be reorganized to concentrate on those that are most important.

(<http://dictionary.bnet.com/definition/Time+Management.html>)



Roles you must play:

- Graduate student
- Teaching assistant
- Family member
- Spouse or significant other
- Caregiver
- Friend



**Who or what is
asking for your time?**



Recognize & Combat Procrastination

“How do I put things off... let me count the ways.”

1. If I ignore it, it will go away
2. I don't have enough time to get started so I'll wait until later
3. There is so much to do, I don't know where to start
4. I can't study until my space is clean, I have washed my car, and finished 3 months of dirty laundry, etc.
5. I work better under pressure
6. I'll save the biggest/hardest/least favorite task for last



We procrastinate because...

- **Difficulty** - the task seems hard to do; we naturally tend to avoid difficult things in favor of those which seem easy to us.
- **Time-consuming** - the task will take large blocks of time, and large blocks of time are unavailable until the weekend.
- **Lack of knowledge or skills** - no one wants to make mistakes, so wait until you learn how before you start.
- **Fears** - everyone will know you did not do well.



What can YOU do?

1. Clarify and record your goals
2. Identify your procrastination traps
3. Make tasks look smaller and easier to handle
4. Implement the 10-minute plan



What can YOU do?

5. Choose the most productive environment
6. Commit to a time management routine
7. Accept yourself - give yourself time to change and improve!



TOP 10 TIPS for managing your time!

1. Organize your goals & priorities
2. Organize your workspace
3. Organize your classes/due dates (Assignment Calendar)
4. Work with (not against) your personal time-clock
5. Budget and monitor your time
6. Use a planner and to-do lists
7. Create a model semester schedule
8. Break large tasks into smaller ones (Project Planner)
9. Use “hidden” time
10. Learn to say “no, but”



Tip #1

Organize your Goals and Priorities

You won't know how to best spend your time unless you clarify your goals!

- What are your goals?
- Are your goals realistic?
- Which goals are the highest priority?
 - ✓ What needs to be done now & what can wait?
 - ✓ Use a “to-do” list to organize and prioritize!



Tip #2

Organize Your Work Space

How do you organize your space? (room, desk, backpack, computer files, etc.)

- ✓ Things you will use right away (within reach)
- ✓ Things you may use very soon (nearby)
- ✓ Things you may not use for awhile (stored files)



Tip #3

Organize Your Classes/Due Dates

(The Assignment Calendar)

- Establish notebooks/binders for each course
- Collect syllabi for all of your courses
- Locate all HW assignments and exams
- Record each assignment on the appropriate calendar day
- Color code to easily distinguish assignments
- Cross off assignments and exams as you complete them
- Get accustomed to using a planner and using a schedule
- Plan in research, writing, and study time (don't forget reminders!)
- Stay ahead or on schedule



Tip #4

Work with (not against) your personal time clock

- When are you the most alert?
- When are you the most productive?
- What time of day have you checked out and can't do any more?



Tip #5

Budget and Monitor your Time

- Overestimate time needed for assignments and tasks
- Allocate time for tasks and move forward
- Adjust schedule as needed



Tip #6

Use a Planner & To-Do Lists

You must plan monthly, weekly, & daily!

- Planner (hard copy or electronic)
- To-Do Lists
- Project To-Do lists
- Model schedule



Tip #7

The Model Semester Schedule

Fill out a model schedule each semester!

This model schedule allows you to...

- Get an overall view of your commitments
- Identify how to best spend your time each week in order to reach your goals
- Set up a **ROUTINE** for success!



The Model Schedule

- Graduate school commitments (inside & outside)
- Teaching Assistant commitments
- Personal time
- Social/family time
- Basic daily tasks



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am	sleep	sleep	sleep	sleep	sleep	sleep	sleep
7:30am	eat	eat	eat	eat	eat	sleep	sleep
8:00am	TA class	study	TA class	study	TA class	sleep	sleep
8:30am	class	study	class	study	class	sleep	sleep
9:00am	class	study	class	study	class	sleep	sleep
9:30am	office	gym	office	gym	office	watch TV	eat
10:00am	hours	gym	hours	gym	hours	TV	church
10:30am		gym		gym		TV	church
11:00am	study	class	study	class	study	eat	church
11:30am	study	class	study	class	study	eat	church
Noon	study	class	study	class	study	eat	eat

Tip #8

Break larger assignments into smaller segments

- Large assignments can cause anxiety & procrastination
- Figure out the project/paper components and do one at a time
- The solution...**Project To-Do List!**



Project To-Do List

Project Overview: Psychology Term Paper	
Step: Find a Topic	
Step Deadline: September 9 th , 2009	
Task Deadlines:	<p>Tasks:</p> <p><input type="checkbox"/> Talk to my professor</p> <p><input type="checkbox"/> Check my textbooks</p> <p><input type="checkbox"/> Peruse the available books and journals at the library</p>
8/28/09	
9/2/09	
9/7/09	
Step: Locate Research Materials	
Step Deadline: September 23, 2009	
Task Deadlines:	<p>Tasks:</p> <p><input type="checkbox"/> Use library databases to locate articles</p> <p><input type="checkbox"/> Check online databases</p> <p><input type="checkbox"/> Get articles (download, copy, order from interlibrary loan)</p>
9/12/09	
9/15/09	
9/21/09	
Step: Research Paper	
Step Deadline: October 6, 2009	
Task Deadlines:	<p>Tasks:</p> <p><input type="checkbox"/> Read articles, taking notes as I go</p> <p><input type="checkbox"/> Determine if I need additional references</p> <p><input type="checkbox"/> Piece together an outline of my paper based on my notes</p>
9/29/09	
10/1/09	
10/6/09	

*Add as many additional pages as needed to capture all of the steps in your project



Tip #9

Use “hidden” time



Tip #10

Learn to Say “No, but”

*You can't do it all and do it well
without learning to say NO every
once and a while!*



Managing the Stress

- Connect with others that understand
- Build small pockets of time for breaks/regrouping

University Counseling Center (UCC)

- Drop-in (2nd floor Askew SLC or call, 644-2003)
 - Relaxation Techniques:
 - Biofeedback at the UCC
 - Electronic Resources (podcasts, deep breathing and relaxation exercises, apps, etc.)
 - Daily exercise and activities (check out Campus Recreation!)
 - <http://counseling.fsu.edu/relaxation.shtml>

