

# QUICK TIPS:

## Time Management Pointers

List your goals and set priorities, both long term and short term.

Make daily "to do" lists and prioritize the items on the list. Make this list at the same time everyday, whatever time works best for you.

Start with A not C. Do your highest priority items first. Do not spend your time doing a lot of little low priority items just so you can cross them off your list. That is not an effective use of your time.

Handle each piece of paper only once. Don't pick it up until you are prepared to do something with it.

What is the best use of my time? Ask yourself this question often, and answer it honestly.

Do it now! Obviously we could talk all day about procrastination. Look at it this way: if you have a project due in three months, and you put it off until a week before and then get sick, that is not going to be a very good excuse when you had three months to prepare, is it?

Adapted from How to Get Control of Your Time and Your Life, by Alan Lakein

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# LEADERSHIP DEVELOPMENT TIPS

## TIME MANAGEMENT



*"One thing you can't  
recycle is wasted time."*

*Anonymous*

# LEARN MORE ABOUT TIME MANAGEMENT!

*Time... we all have 24 hours during a day and 7 days a week. "I don't have enough time" is not a valid excuse for not succeeding in college. What each of us does with our hours during the day is what makes or breaks successful college students.*

## Time Budget Formula

The following is a formula for budgeting the number of hours in a week against the amount of work you have. There are 168 hours in a week. Here is a sample of how one spends his/her time:

- # hrs for sleep each week  
8 hrs. per night x 7 days = **56 hours**
- # hrs. for meals each week  
3 hrs. per day x 7 days = **21 hours**
- # hrs. for weekly classes = **16 hours**
- # hrs. for homework each week  
4 hrs. x 6 classes = **24 hours**
- # hrs. at job each week = **8 hours**

**Total hours used per week= 125 hrs.**

If you subtract the 125 used hours from the 168 hours available, you still have 43 hours to be budgeted.

**Figure out where YOUR time goes!**

Start off the semester by getting yourself organized...NOW!! Budget your time for the things you need to get done and begin tackling the small assignments before they become overwhelming!



**The best way to organize your time is by planning a weekly schedule:**

First, fill in your commitments:

- Class times
- Meals (breakfast, lunch, dinner)
- Work schedule
- Meetings and/or planned activities

Next, look at the blank spots. These should be used for:

- Working on organizational projects
- Doing homework assignments
- Studying for exams
- Recreation time

Sometimes we don't realize how much time during the day we waste. After seeing all the unoccupied time you have, you can more easily realize your potential by accomplishing one thing at a time, several times during the day. You'll be amazed at how much easier it is when you plan and use your free hours during the day.

## Rank your priorities

1. Create four columns.
2. Label the first column "tasks." Identify all the jobs you must complete over the next week.
3. Label the second column "importance." For each job, assign a 1 to 3 ranking, with 1 as the most important.
4. Label the third column "urgency." Next, evaluate each job based on when you must do it (1 would be most urgent tasks).
5. Label the fourth column "weight." Compare the totals for each of your jobs. The lowest score indicates your highest priority.

From Communication Briefings, Jan. 2002 (21:3)

*"Procrastination is the thief of time"*

*Edward Young*

