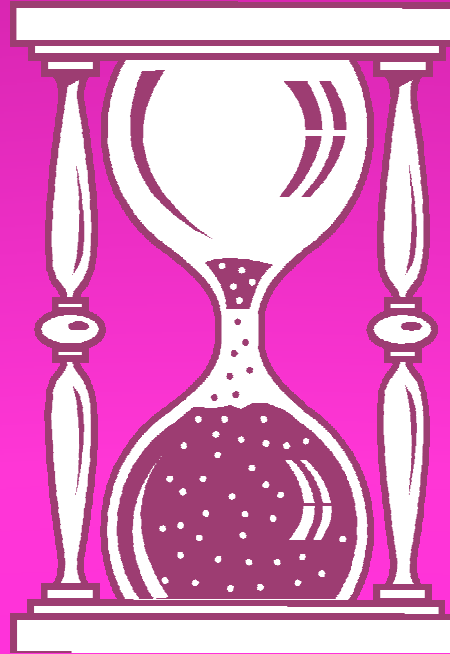


Love Your Planner

How can you better manage your time?



MT MIDDLE TENNESSEE STATE UNIVERSITY
UNIVERSITY
COLLEGE

We make student success possible.



How can you take charge?

By controlling how YOU spend YOUR time!!

- How much time do you have?
- How are you going to use it?
 - What are your goals?
 - What are your priorities?
 - Do you have a schedule?
 - Do you use a planner?
 - Do you stick to your plans?
- Are you on time when you need to be?
- Do you put things off when you shouldn't?



You think you know, but you have
no idea...

Myths about Time Management (TM)

- TM is nothing but common sense.
- I do well in school, so I must be managing my time effectively.
- I work better under pressure, and TM would take away that edge.
 - Taking TM too seriously sucks all the fun out.
 - TM strategies take too much work!



The 80/20 Principle

- The average person spends 80 % of their time doing 20 % of their work
- The average person spends 20 % of their time doing 80% of their work
- Confused?
- Translation: You tend to cram your work into a small amount of time while wasting away lots of other time

How do you waste your time??

- Do you text/talk on the phone?
- Check your email/Facebook?
- Procrastinate?



What could you do to change these habits?



Just how much time do you have?

- There are 168 hours in every week.
- That's 24 hours, 1,440 minutes a DAY!
- Figure out what you have to do and how much time you spend on each activity.
- Use a Master Schedule & add that up...
- If you got more than 168 hours, you need to do it again or re-schedule.
- Make sure you have time for your **classes and outside study.**



Goals and Values

Tips to help you manage tasks.
(self assessment)

Goals need to:

- Be challenging
- Be reasonable
- Be measurable
- Be specific
- Have a completion date
- Include both long-term and short-term goals



Using Your TM Skills to Make a Master Schedule



You may have to make several before you find one that works best for you!

- Take your values and goals into consideration.
- First include things that are concrete- such as your scheduled classes, work schedule, and things that will not change this semester.
- Be sure to include study time! Preferably same time and subject each session.
- 2 different approaches to scheduling (set time, swiss)

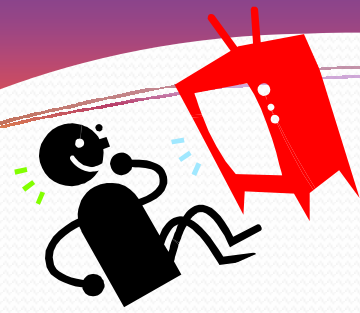
Do Your To-Do List Daily!



To-do lists help you stay focused and should not include your class time.

Use your ABCs and label importance:

- *A: Vital* – Extremely important tasks that must be done daily. Examples?
- *B: Important* – Tasks that need to be done soon. Examples?
- *C: Optional*: Done when you have extra time. Examples?



AVOID PROCRASTINATION!

“Never put off ‘till tomorrow what you can do today”- Who said it???





You procrastinate if you...

- Ignore a task and hope it goes away.
- Underestimate the work involved or overestimate your abilities and resources.
- Spend endless hours on the computer or video games.
- Deceive yourself into believing that a mediocre or bad performance is acceptable.
 - Substitute a lower-priority task.
- Believe that minor delays won't hurt.



What can you do if you are a procrastinator?

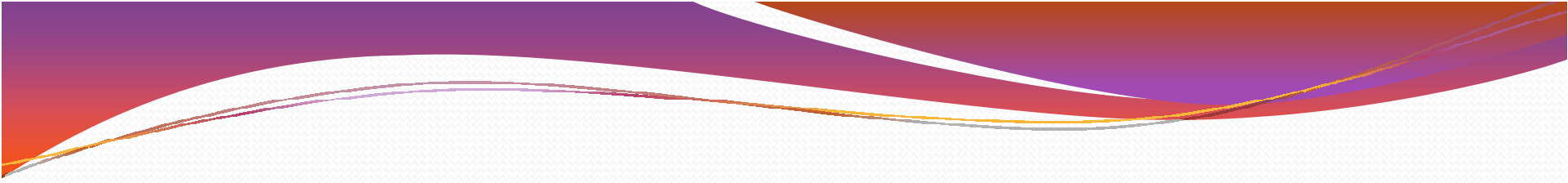
- Commit, commit, commit to being on time.
- Set and keep deadlines.
- Organize, schedule & plan.
- Divide a big job into smaller ones.
- Make a game of it! Make it fun!
- Give yourself a prize when you're done.

A few tips to help you juggle all you have to do:



Work
Family
College
Commute
Etc.

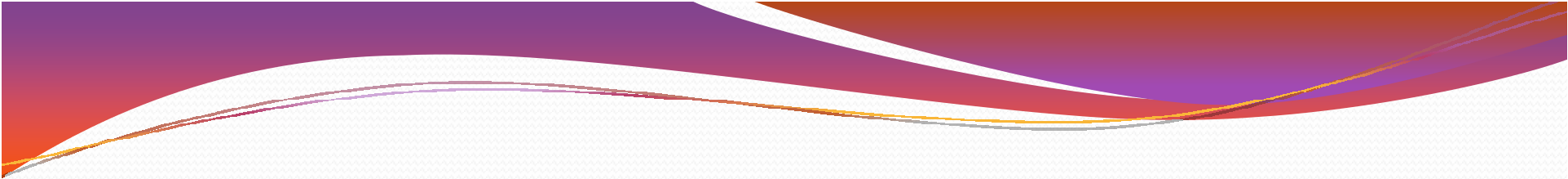


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- Limit work time to 20 hours or less- if possible.
 - Try to work on campus. This is much more conducive to your TM.
 - Carefully evaluate your course load each semester.
 - Save time for your relationships.
 - Build in study time when you already have to be at school.
 - Audio tape lectures and listen to them to study while commuting.
 - Carpool with classmates- discuss class while doing this!

So, how do you benefit from TM?



- Be more productive.
- Reduce your stress.
- Improve self-esteem.
- Achieve balance in your life.
- Establish important skills.
- Reach your goals.



Thank you for attending!
Please take a moment to complete
the evaluation survey.

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