

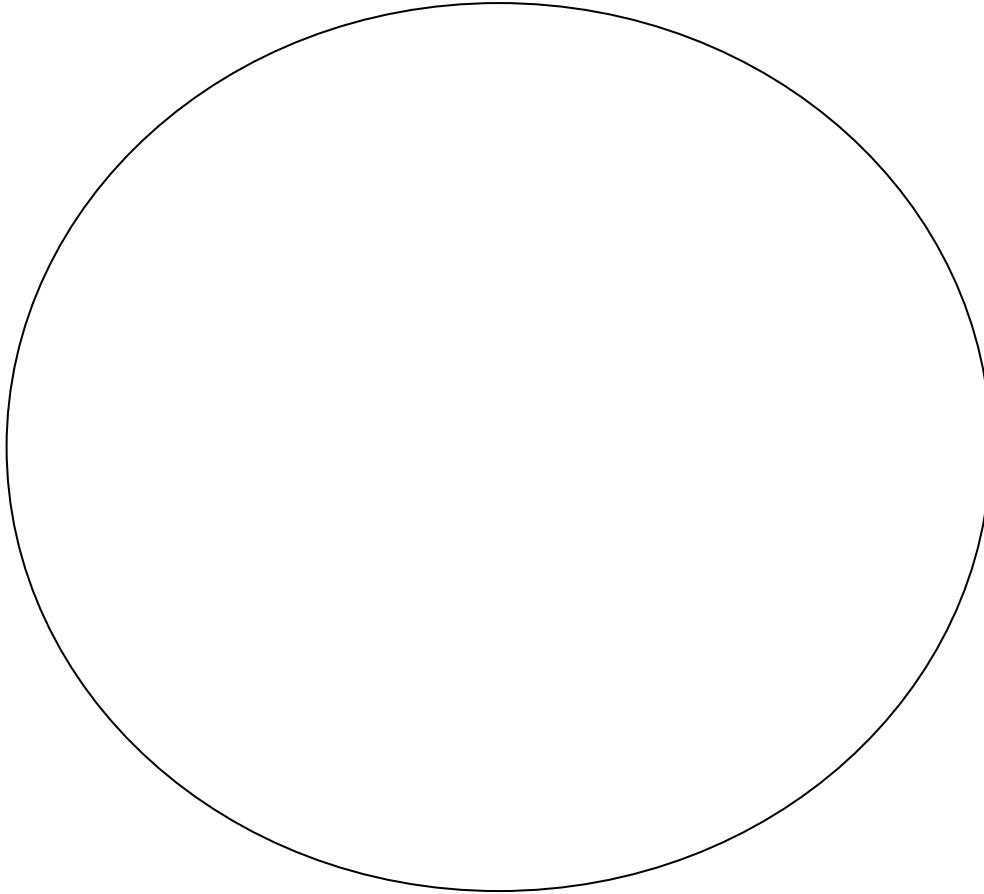
Time Management

The Time Monitor

ACKNOWLEDGE HOW YOU SPEND YOUR TIME

Slice the Pie

How did you spend your time over the past week? What activities were you involved in? How many hours did you spend on each activity? Illustrate how you spent your time in the pie chart below. Remember there are 168 hours in a week.



A Time Analysis

For a balanced life, your time should ideally be divided between the things you are obligated to do and things that you want to do for enjoyment. However, we go through seasons where we have to prioritize our commitments. Analyze how you are spending your time. Think about whether or not you are a wise spender of time. Answer these questions:

After considering how I spent my time over the past week, I discovered that...

I realized I wasted...

I need to spend less time on...

I want to spend more time on...

Are you spending time on the things that are important to you? Why or why not?

Are you spending time on the things that move you closer to accomplishing your goals? Why or why not?

IMPLEMENT TIME MANAGEMENT TECHNIQUES

Technique #1: _____

Time commitments can be either fixed or flexible. Fixed commitments are those tasks you have to do at a specific time and day. Examples include school and work. Flexible commitments are tasks that can be completed at any time or day. Examples of flexible commitments include study time, chores, time for family and friends, etc. These should be scheduled between or after fixed commitments as they are flexible. There are various levels of importance for commitments so prioritizing is a must. Prioritize using the ABC method where:

A=

B=

C=

Technique #2: _____

Using the attached schedule, plan how you should spend your time for the next week. Fill in your fixed time obligations first then fill in your flexible time obligations according to their priority. Be sure to ask yourself the following questions about the schedule you have created. It is important that your schedule be well-balanced and that you use your best times of day effectively so that you can maintain your optimum self.

1. Did you schedule study before or after classes?
2. Did you schedule review immediately after class?
3. Did you schedule a second review session for each class at least once a week?
4. Did you schedule the important things first or during your prime time?
5. Did you leave some unscheduled time as a "shock absorber"?
6. Did you schedule a break at least every 50 minutes?
7. Did you allow enough time for sleeping and eating well-balanced meals?

8. Did you take into account long-term projects and put them in your schedule?
9. Did you schedule some preparation time for each subject?
10. Did you schedule your most difficult subjects when you are most alert (prime time)?
11. Did you allow for variety? Not too much on one subject at a time?
12. Did you schedule some time for yourself?

Technique #3: _____

Time bandits are the many things that keep us from spending time on the important things in life and/or the tools we use to help us procrastinate. In college, it is so tempting to do everything but study. We are all victims of time bandits. Check the items that steal your time and help you procrastinate. Add your own personal time bandits at the end of the list.

- | | | |
|--|--|--|
| <input type="checkbox"/> TV | <input type="checkbox"/> Facebook/Social Media | <input type="checkbox"/> Reading Magazines |
| <input type="checkbox"/> Friends | <input type="checkbox"/> Video Games | <input type="checkbox"/> Commuting |
| <input type="checkbox"/> Family | <input type="checkbox"/> Computer/Internet | <input type="checkbox"/> Chores/Cleaning |
| <input type="checkbox"/> Roommates | <input type="checkbox"/> Partyng | <input type="checkbox"/> Waiting Time |
| <input type="checkbox"/> Children | <input type="checkbox"/> Daydreaming | <input type="checkbox"/> Eating |
| <input type="checkbox"/> Significant Other | <input type="checkbox"/> Shopping | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Sleeping | <input type="checkbox"/> Movies | <input type="checkbox"/> Studying in a Distracting Place |

Some of my personal time bandits are...

Pay attention to time bandits as they sneak into your life in the future. Stop time bandits from stealing your time by following the Anti-Procrastination Plan (see attached).

MANAGE YOUR STUDY TIME

I have discovered that it is best to study when...

I have learned that the best place to study is...

I have realized that the best amount of time to spend studying is...

I can incorporate appropriate study time into my schedule by:

-
-
-

I am taking _____ units, therefore, I should spend an average of _____ hours studying each week.

I COMMIT MYSELF...TO BE A WISER SPENDER OF TIME

What can you do to improve your management of time? In the space provided below list at least three steps you will take to be a wiser time manager.

The actions I will take as a result of this workshop are:

1.

2.

3.

4.

5.

The Anti-Procrastination Plan

Step 1: Make it meaningful---M(onday)

- a. What is important about the task?
- b. List the benefits. Be specific about the rewards when you get it done.
- c. How does it relate to your long term and short term goals?

Step 2: Take it apart---T(uesday)

- a. Break big jobs into a series of small ones that you can do in 15 minutes or less.

Step 3: Write an intention statement---W(ednesday)

- a. Write on a 3x5 card and take it with you or post a note on the mirror.

Step 4: Tell everyone---T(hursday)

- a. Share your plans with friends and family who can help keep you accountable.

Step 5: Find a reward---F(riday)

- a. When you complete the task/project, reward yourself and concentrate on the reward.
- b. If you don't complete the task, withhold the reward.

Step 6: Settle it down---S(aturday)

- a. Do it now, when you feel yourself procrastinating, plunge into the task

Step 7: Say NO---S(unday)

- a. Say no. If you really don't intend to do the task, quit telling yourself (or others) that you will.

Ways to Stop Procrastination

1. Observe your procrastination.
2. Discover your procrastination style.
 - a. Dreamers: big goals, seldom specific plans
 - b. Worriers: focus on "worse case," talk about problems but not solutions
 - c. Defiers: resist new tasks or promise to do them and don't follow through
 - d. Overdoers: create extra work for themselves by not delegating or setting priorities
3. Trick yourself into getting started.
4. Let feelings follow action.
5. Choose to work under pressure.
6. Step back to the big picture (use a planner).
7. Take it easy.
 - a. One small, simple behavior change, repeat day by day until behavior becomes a habit.

My Time Plan for the Week of: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12-6am							
6-7 am							
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-12pm							
12-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							
10-11pm							
11-12 pm							