



# Time Management

How to Get the Clock on Your  
Side

# The Time of Your Life Summary

- **Keep in mind that you cannot manage time, but you can manage yourself, you might consider the following points as you grow in prioritizing and implementing your time management strategies.**

# Alan Lakin's Notions

- **1. List your goals - daily, weekly, six month, and so on.**
- **2. Make a Daily To Do list. This is a list of tasks needing to be done for the day at hand. Order is not important. It is simply a list of planned activities. It is helpful to have only one list rather than many bits and pieces of paper. Question: Can I delegate any of the activities on my list? If so, by all means, do so.**

# Alan Lakin's Notions

- **3. Using your Daily To Do list, Weekly To Do list, Six Month To Do List and so on prioritize your goals using A's for the most important, B's for moderately important, and C's for the least important. Make a decision for C tasks. If a C task cannot be elevated to a B or A task discard it.**
- **4. Using the A's and B's you have chosen, rank order them again from highest to lowest.**
- **5. Start with A's not C's.**

# Alan Lakin's Notions

- **6. Answer the question: What is the best use of my time right now?**
- **7. If you start a project, do something with it. In general, handle each piece of paper only once.**
- **8. Do it now!**

# Number of Available Hours

- You will have 24 hours in each day. This amounts to 168 hours of choices to make per week.
- $24 \text{ hrs.} \times 7 \text{ days} = 168 \text{ hrs. per week}$
- Time management is a decision making task that each of us manages.

# Develop a Weekly Plan.

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							

# Set Daily Time Goals

- ***THINGS TO DO TODAY***

- *Date* \_\_\_\_\_ *Completed*
- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_

# Analyze the Time Used For the Week

	M	T	W	TH	F	S	SU
Class							
Family							
Personal							
Self Maintenance							
Sleep							
Study							
Travel							
Work							
Other							

# Goal Setting

- Setting goals for self-improvement is crucial.
- The amount of time used per category is an empirical representation of your values.
- Hopefully your time usage will match your verbalized or philosophically believed value priorities.
- A goal should be reachable, believable and imply actions.

# Time Wasters

- Listed below are activities or events that college students indicated as wasters of their time. These areas involve decision making about how one uses his or her time in performing academic activities. Please add additional items of your choice.

# Time Wasters

- 1. Radio, Stereo and TV listening and watching
- 2. Sleeping excessively
- 3. Talking on the telephone at inappropriate times
- 4. Socializing at inappropriate times
- 5. Worrying about assignments instead of doing them
- 6. Leisure reading instead of assigned homeworks assignments
- 7. Not taking notes during class lectures

# Time Wasters

- 8. Day dreaming, fanaticizing, crossing bridges before I get to them, recalling previously lived experiences-remiscing
- 9. Boredom
- 10. Glancing over homework instead of carefully reading
- 11. Idle time, doing nothing
- 12. Going shopping
- 13. Travel Time
- 14. Procrastination

# Time Wasters

- 15. Eating when not hungry
- 16. Stopping at fast food restaurants for something to eat or
  - drink because it sounds good
- 17. Watching other people
- 18. Drawing abstracts on my notes, doddling
- 19. Waiting around for car pool rides
- 20. Listening to others conversations
- 21. Writing other people letters but not sending them
- 22. Forgetting

# Time Wasters

- 23. Not caring
- 24. Reading to get through, not understanding
- 25. Drinking to pass time
- 26. Discussing unimportant issues
- 27. Looking at pictures
- 28. Excessive exercise
- 29. Studying with other things on my mind, mental preoccupation

# Time Wasters

- 30. Visiting
- 31. Playing Video games
- 32. Laying in bed when I can't sleep
- 33. Taking verbatim notes
- 34. Keeping late hours, not enough sleep
- 35. Not being prepared to listen
- 36. Sleeping in class
- 37. Not using vacant time between class to study

# Time Wasters

- 38. Not concentrating while studying
- 39. Playing with younger children instead of  
studying
- 40. House cleaning, cooking
- 41. Doing unnecessary work
- 42. Using ineffective study habits

# Time Givers

## Personal

- 1. Deciding what to wear the night before
- 2. Only allow myself 1 hour or a specific time to get ready for school
- 3. Using the telephone to find locate products instead of running around town
- 4. Setting the clock at the exact time instead of 5 minutes early
- 5. Getting up when the alarm goes off the first time
- 6. Using a calendar to keep important appointments, assignments, etc. and referring to it daily
- 7. Watching very little television for pleasure

# Time Givers Personal

- 8. Making to do list on a daily basis
- 9. Eating breakfast while getting ready for school
- 10. Reducing napping
- 11. Eat only when hungry
- 12. Reduce excessive gossiping on the telephone
- 13. Reduce excessive listening to music
- 14. Group routine activities when possible and do on one day, for example, shopping, house cleaning, cooking, ironing, washing clothes

# Time Givers

## Personal

- 15. Think positive about myself
- 16. Exercise to reduce stress and worry
- 17. Practice good nutrition
- 18. Reduce visiting friends to fill vacant space
- 19. Saying no to invitations that conflict with my priorities
- 20. Using self-addressed envelopes when possible
- 21. Keep a telephone directory of frequently phoned numbers
- 22. Get enough sleep, six to eight hours, per night
- 23. Sharing responsibilities with your family

# Time Givers

## Academic

- 1. Doing assigned work as soon as it is given
- 2. Studying according at the time you've planned
- 3. Study in the library
- 4. Use the library
- 5. Improve my study skills such as reading, note taking, listening skills, question asking skills etc.
- 6. Learn and use the Cornell note-taking system
- 7. Organize my study materials such as note books, handouts, syllabi, pencils, paper-clips, staples, etc.

# Time Givers

## Academic

- 8. Adjusting your course load to match other obligations
- 9. Learn to say no to social distracters
- 10. Review between classes
- 11. Review while waiting for service i.e., getting gas, doctors
  - office
- 12. Review notes while eating, doing dishes
- 13. Make academic to do list, order your priorities
- 14. Concentrate on lectures avoid daydreaming
- 15. Take notes during lectures

# Time Givers

## Academic

- 16. When unsure about a topic ask questions, use tutors,  
confer with instructors, use library resources
- 17. Don't waste time calling words/learn to understand
- 18. Recite, Review, and Reflect lectures and notes
- 19. Watch the news for only 60 minutes per day
- 20. Force myself to study, remain disciplined
- 21. Determine which T.V. programs will be watched on a  
weekly basis
- 22. Use a dictionary to define new or unclear words

# Time Givers

## Academic

- 23. Plan social, relaxation or general escape time
- 24. Don't cram
- 25. Control study breaks
- 26. Monitor the slackening off process
- 27. Accept my present behavior but diligently try to improve
- 28. Study in a quiet place
- 29. Study the most demanding task first
- 30. Study with others who desire to learn

# Time Givers

## Academic

- 31. Study when I have the most energy
- 32. Plan study sessions on a weekly basis
- 33. Do long range or collateral reading assignments early in
  - the term
- 34. Enter important dates on my calendar
- 35. Avoid procrastination
- 36. Clear desk of distractions prior to studying
- 37. Ask how will this course help me in life or my career
- 38. Use a study system, be consistent

# End of Time Management

Developed by Jesse B. Harris Jr., Ph.D.