

Time Management

Using Time Management Strategies

Using time management strategies has benefits both short term and long term. In the short term, you will reduce your anxiety, spend time efficiently, meet deadlines, and prioritize tasks. In the long term, you will learn valuable skills that employers seek when hiring. People with strong time management and organizational skills are highly sought after.

The key idea of time management is that it's a flexible process that needs to fit the demands on your time. Realistic time management is your best chance for success.

Get Organized: Use a Planner

At first, a planner may seem like it will be way too much work and take up too much of your time, but it'll make you organized and efficient, and in the long run, you'll actually save time.

- Get a quarterly, three-month wall planner. Read all of your syllabi thoroughly and write in all of your assignments, due dates, and important information. Highlight major assignments using bright colors. This will also help your family see when important due dates are coming up and why you might be a little more stressed.
- Carry a day planner that has all of your assignments and due dates. Day planners are available in the YVC Bookstore. You can also create one using MS Word or Excel, or you can use the planner or calendar on your smartphone, iPad, or computer.
- Create to-do lists for daily work, study sessions, and weekly goals. Prioritize items and check them off as you go. Seeing how much you're getting accomplished will keep you motivated. If you don't accomplish everything on your to-do list that day, make it a priority for the next day.

Create a Weekly Schedule

Map out your weekly schedule. Add in your classes, study time (ideally two hours for every hour of class), work schedule, and other commitments. Schedule the bulk of your study time at your best time of day. Courses that are easy should be scheduled at difficult study times. When you find your schedule too full, look for what you can reduce or eliminate. You may have to drop a class, work fewer hours, or give up extracurricular activities.

Table 1: Sample Schedule

Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	Math	Study	Math	Study	Math	Sleep	Sleep
9:00	Study	English	Study	English	Work	Gym	Gym
10:00	Study	English	Study	English	Work	Study	Study
11:00	Study	Study	Study	Study	Work	Work	Work
12:00	Food/Study	Food/Study	Food/Study	Food/Study	Work	Work	Work

The ABCs of Time Management

Attitude: Think of using time management as a way to change your life for the better.

Behavior modification: Changes come with new behaviors. Stay positive through those changes.

Communication: Make sure you understand your assignments. Talk to your teachers.

Deadlines: These help you manage your time. They are not the enemy.

Extend: Try extending your day just 30 minutes in the morning by getting up earlier.

Follow-up: Be sure to get answers to your questions.

Go for it! Be enthusiastic about your goals. Each goal met means one step closer.

Hang in there! It's frustrating when things aren't going your way, but figure out what needs to change.

Interruptions: They are inevitable, aren't they? Learn to stay on track despite them.

Just ask: Know your campus resources. It is not weakness to ask for help; it is a sign of strength.

KISS: Remember the saying "Keep it simple, stupid." Don't make things harder than they have to be.

Lists: Make lists and then prioritize the items on them daily. Cross off each item as you complete it. If there is something left over, move it to the next day's list.

Mine: Don't miss opportunities to share your ideas and strategies with classmates.

No: To have any hope of maintaining a schedule, you have to say *no* to some people and some events. Saying *no* doesn't mean you are being selfish; it means you are being realistic about your time and energy.

Organize: Use planners and calendars to organize your time.

Pruning: What needs to go while you are a student? Remember it won't be forever, just for a short time.

Quit complaining! Attitude is everything.

Reward: Give yourself a pat on the back. Reward yourself for tasks completed, whether large or small.

Stress: Stress is time management's enemy. When you feel out of control, step back and take a deep breath.

What can you do to change the situation?

Time logs: A useful way to determine how long tasks take is to keep a time log. It will help you see where your time wasters are and what needs to be pruned from your schedule.

Uncover: Time management can help you discover skills you may not have known exist.

Vent: Everyone needs to vent frustrations. Journal your thoughts or find someone you trust to share your frustrations with. Once you've vented, move on.

Weekends: Try to give yourself at least one day off a week to relax and replenish your energy.

Xanadu: Xanadu is a luxurious place. In other words, it is your happy place. When you feel yourself freefalling, find your own Xanadu. What would be a luxury for you? Maybe it's as simple as going for a coffee. It might be an hour or two with no pressures being placed on you from outside sources. You decide.

Yes: This word is not necessarily your friend. Think through all you need to do before you say *yes* to someone.

Zombie: Don't be a zombie. If you know you require more sleep at night, look at what needs to be moved around in your schedule to ensure that.

This handout was created by the Writing Centers at YVC.

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