



Top 10 Tips for Effectively Managing Your Time

A Study Guide for Effective Time Management in College

Why should you worry about how you manage your time? What are the benefits to you.....

- Gain time for things most important to you,
- Deadlines can motivate and initiate action toward your goals
- Promotes time to review and avoid unnecessary errors
- Eliminates cramming and reduces anxiety

1. **Do a Time Budget**....track how you spend every day for a week in 30 minute increments. Once you have done so, you will see how long you really spend in front of the television and talking to your best friend. Could some of that time be spent more wisely on school related projects? Probably!
2. **Learn to say NO!**...A polite "No" or "I wish I could help with that but I really don't have time right now" is very effective as a time management tool. Although hard to do, in the long run, you are better prepared to say "Yes" for the long term.
3. **Use a calendar, or better yet, use multiple calendars**...There is no greater stressor in our everyday lives than missing a deadline because too many other things crept in the way. Take time to write down important appointments, classes and assignments as they occur. Do a daily "TO DO" list and check things off. It feels so good to know you have completed a job in a timely way.
4. **Begin projects early**...even if it is just starting the process a few days earlier than usual, chances are you will complete it on time or early.
5. **Do the hard stuff first**...get it out of the way and the fun stuff will follow. Wouldn't you rather spend 30 minutes getting the hard stuff done that fret about it while doing something you enjoy?
6. **Remain flexible and plan for the unexpected**...successful people always have "Plan B" ready.
7. **Reward yourself**...you got it done ,so do something for yourself and appreciate it. You are worth it!
8. **One thing at a time**...multi-tasking really doesn't work when it comes to most projects. Stay focused on the assignment at hand before starting the next one. If you are working on an English project, don't be thinking about the Math work until you put the first project down.
9. **Ask for help**... there is no bigger time waster than struggling for hours when a simple question can help focus on the right direction. No one knows everything so use your resources effectively.
10. **Be persistent**...don't give up because your goals are attainable. Consider other approaches and push yourself to achieve.

You will never find time for anything. If you want time, you must make it.

-Charles Bixton