Time Management

Student Support Services Workshop
Workshop Overview

- The secret to understanding time
- Defining time management
- How is MY time management?
- What does it mean to me?
- Time management strategies
The Secret to Understanding Time

- Time management in American culture is simply a matter of choosing, organizing, and scheduling events. Knowing this, we are forced to live by schedules, set times, and restrictions.

- Instead of only focusing on events in time, on WHAT we are doing, it also serves us to also explore HOW things are going. Exploring HOW things are going, the quality or feeling of time, should be the domain of inner time management.
What is Time Management?

Time management is the act of arranging your commitments according to the time scheduled and their importance.
There are strategies to gaining good time management skills.

The 888 method

- Fixed vs. flexible time
- Keep track by using a calendar
- Stay away from interruptions or procrastination
8, 8, 8 = Balance

There are only 24 hours in a day!

- The day is made of only 24 hours (even though we wish it had more). Three segments of 8 hours keeps things simple.
- 8 hours of sleep gives you the rest your body needs to accomplish your goals and remain healthy.
- 8 hours of work/school keeps you from burning out by doing too much, or from not devoting enough time to your goals.
- 8 hours of personal time keeps your life well-rounded with time for fun and enjoyment!
**Fixed vs. Flexible Time**

**Fixed time** is time that is set. You know ahead of time when things will happen. Your class schedule, your appointments, and due dates for papers or tests are all examples of events that are under a fixed time.

**Flexible time** is time that you have available and can change at any chance. An outing with your friends, washing clothes, talking on the phone, or watching TV are examples of flexible time.
Keep Track of your Fixed & Flexible time

Calendars, agendas, and planners are an excellent way to keep track of your fixed and flexible time.
TIME...Where is it?

Where is MY time??? Let's look at a day in our lives
Things to avoid when managing your time

- Avoid Interruptions
- Avoid Procrastination
Time Management Tips

- Know what you value and what your priorities are.
- Keep your calendar/planner with you and be creative with them. Expect to make changes.
- Make an effort to follow your calendar and reward yourself for following through!
- Make your plans clear to and compatible with family, friends, and other important people in your life.
- Do not over-schedule or under schedule
YES, Benefits...

Having good time management can provide you with:

- Guilt-free time!
- No procrastination!
- Less decision-making!
- A sense of control!
- Success!
THANK YOU FOR COMING

Student Support Services