

time management

(tīm mān 'īj-mənt)

v. finding enough time to cram 100 hours of work and activities into a 24 hour day

Classes, work, student groups, studying, projects, papers, social life, family, friends...sound familiar? As a student leader, you have lots and lots of responsibilities and activities to focus on. It is very important to have good time management skills to use your time effectively. Here are some strategies for good time management:



- ★ Generate to-do lists
- ★ Finish what you start – don't jump from one project to the next

★ Block out at least 1 hour per day for yourself

★ Set goals

★ Learn to say no

★ Break up large tasks into smaller parts

★ Use a clock or timer to set time limits for yourself

★ Be assertive – don't let others take advantage of you or your time

★ During your productive hours, avoid places or people that will distract you

★ Take advantage of waiting – read a class assignment or start your next to-do list

★ Know your peak time – utilize the time when you have the most energy



define yourself. get involved.



- ★ Listen carefully and avoid miscommunication
- ★ Be prepared and make the most out of your time and activities
- ★ Quality, not quantity – don't judge your success by how many hours you kept busy but by how much you accomplished
- ★ Personal deadlines – give yourself deadlines for certain tasks
- ★ Plan your calls and emails – select one or two times a day for email and let your answering machine take your calls during your productive times
- ★ Gain two more hours a day through sleep – being well rested will make you more efficient

- ★ Avoid procrastination
- ★ Schedule time for breaks
- ★ Set priorities
- ★ Remove stress from your life
- ★ Do daily planning



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