



Time Management

Self-Assessment: Are you a good time manager?

Please circle the rating for each item which best reflects your knowledge and behaviour. Be as honest as you can to create a realistic picture of how you manage your time right now. Becoming more aware of these behaviours can help you make more effective choices in managing your time.

	No/Rarely	A Little	Mostly	Yes
1. I have a clear set of goals and priorities regarding my educational, work, family and social activities.	1	2	3	4
2. I have a pretty accurate picture of how I spend my time during a typical week.	1	2	3	4
3. I make a daily list of things I need to do and organize my activities to complete them efficiently.	1	2	3	4
4. I know my prime work times and use these times to work on my most important tasks.	1	2	3	4
5. I plan for and usually stick to regular times during the week to study for each class.	1	2	3	4
6. I stay aware of the long-term assignments and exams in my classes and prepare for them <i>before</i> they are due.	1	2	3	4
7. I anticipate and plan for "crunch" times when several classes have overlapping due dates or exams.	1	2	3	4
8. I schedule regular time for breaks, physical activities, socializing and down time.	1	2	3	4
9. I'm willing and able to say "no" when appropriate, in order to stay on schedule and accomplish my goals.	1	2	3	4
10. I create due dates for tasks which don't have clear deadlines.	1	2	3	4
11. I control my telephone, BlackBerry and computer; they don't control me.	1	2	3	4
12. I delegate tasks whenever possible.	1	2	3	4
13. I seek quality work, but not perfection.	1	2	3	4

RESULTS: For those items above for which you circled a 1 or a 2, consider trying out new time management behaviors to see if you can increase your level of success in school and in life.

(Modified from <http://www.austincc.edu>)

Time Management: What's In It for You?

- Better grades
- Greater productivity
- Time for yourself
- Balanced life
- Sense of control
- Less stress
- Sense of accomplishment

10 Strategies that can save you time!

1. Make class time your best study time

- Come prepared (Don't have time to read everything? At least survey all material.)
- Review notes from the previous class
- Pay attention and try to understand what the teacher is saying
- Paraphrase what the professor says in your own words, take notes
- Summarize your notes ASAP after class, while the memory is fresh.

2. Schedule

- Use a term calendar and input all exams, due dates and meetings
- Put in reminders of classes, appointments, extra-curricular activities
- Put in study time and breaks (ratio of about 2 hours of study per hour of class)
- Set deadlines and plan to reward yourself once each deadline is met
- Make daily "To Do" lists

3. Stick to your schedule. Learn to say "NO"

4. Prioritize tasks - Work on the most important, highest value tasks first

5. Set S.M.A.R.T. goals

- Specific - is your goal defined clearly and precisely?
- Measurable - how will you know when you reach your goal?
- Achievable - is your goal realistic and attainable?
- Relevant - is your goal results-oriented?
- Timely - what is the time frame to achieve the goal?

6. Don't procrastinate

- Don't let questions about material accumulate
- Instead of trying to get it perfect - just do it!
- Set time limits. You will use all available time.
- Have control over your cell phone, TV, internet - don't let them control you!

7. Always carry some work to do, in case you're kept waiting/have time to kill.

8. Balance your life

- You can't work all of the time! Schedule in time for enough sleep, exercise, socializing, family, fun activities and hobbies
- Leading a more balanced life can enhance the productivity of your study time

9. Ask for help when needed - know what's available

- Some of Sheridan's on campus supports include: tutoring, counseling, career coaching, disability services, advisement centre etc.