

Time Management QUICK TIPS

How Good A Time Manager Are You?

Give yourself one point for each "yes" answer to the statements below.

- I do things in priority order.
- I accomplish what needs to get done daily.
- I am always on time with assignments.
- I use my free time efficiently.
- I tackle difficult and unpleasant tasks without procrastinating.
- I am working up to my potential.
- I spend enough time planning.
- I meet deadlines without rushing at the last minute.
- I am up to date with personal paperwork.
- I don't let interruptions sidetrack me.
- I don't spend too much time on trivial matters.
- I wake up in the morning ready to tackle the day's tasks.

Scoring:

9-12: You are managing your time well.
5- 8: You have some good time management skills, but could use work.
0- 4: This pamphlet can help!

The Bank of Time

If you had a bank that credited your account each morning with \$86,400, but carried over no balance from day to day, and allowed you to keep no cash in your account and every morning canceled whatever part of the amount you had failed to use during the day, what would you do? Draw out every cent, of course!

Well, you have just such a bank and its name is Time. Every morning it credits you with \$86,400 seconds. Every night it writes off as a loss whatever of these you have failed to invest to good purpose. It carries no balances. It allows no overdrafts. Each night it closes the record of the passing day. Each day it opens a new account with you. If you fail to use the day's deposit, the loss is yours. There is no going back. There is no drawing against the morrow. You must live in the present - on today's deposit. Invest it so you get the most in health, happiness, and success. Source unknown

Ten Time Management Tips

Plan:

Start each day with a schedule.

Concentrate:

The amount of time you spend on a project is not what counts; it's the amount of quality time.

Take Breaks:

Shifting gears for a little while can relax you, leading to greater efficiency.

Avoid Clutter:

When concentrating on the task at hand, clutter gets in the way--physically and mentally.

Avoid Perfectionism:

There is a difference between striving for excellence and for perfection. The first is attainable, gratifying, and healthy. The second is often unattainable, frustrating, and neurotic.

Learn to say "no":

Remember your priorities when asked to do more.

Don't Procrastinate:

Decide to change your habits immediately, but don't take on too much too quickly.

Delete Time-Wasters:

If you are spending time on activities that bore or divert you, take them off of your schedule.

Delegate:

Delegate tasks as well as the authority to do them.

Avoid "Workaholic Syndrome":

Don't let work or school interfere with the other really important things in your life.
A Reader's Digest Reprint- Condensed from "Getting Things Done" by Edward C. Bliss

Time budgeting Formula

The following is a formula for budgeting the number of hours in a week against the amount of work you have. There are 168 hours in a week. Here is a sample of how you can spend your time.

of hours used for: Total used:
Sleep@8/night for 7 night 56 hours
Meals@3/day for 7 days 21 hours
Classes 16 hours
Homework@4/class for
6 classes 24 hours
Job 20 hours
Total hours used/week: 137 hours

Subtract the total number of hours per week from the total number available in a week (in the example above, this student has 31 hours to play with). This will give you the amount of free time you have to schedule.

Where do your extra hours go?
Is that where you want them to go?
Could you use your extra time better?
Think of steps you can take to better use your time and start following them today!