



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Time Management

Division for Academic Success

VMI Building, 2nd Floor

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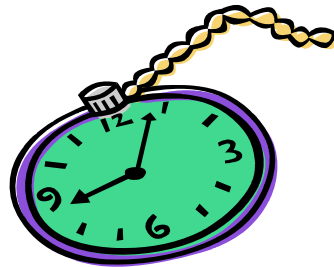


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V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

What is Time Management?

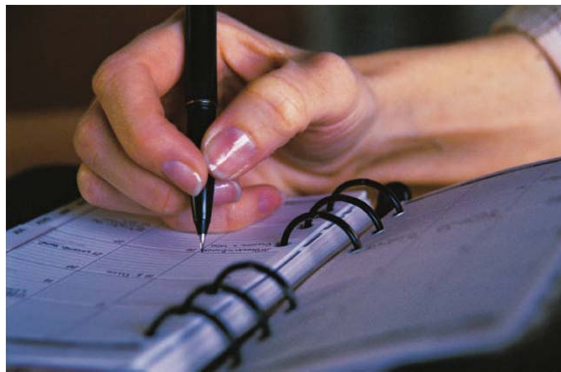
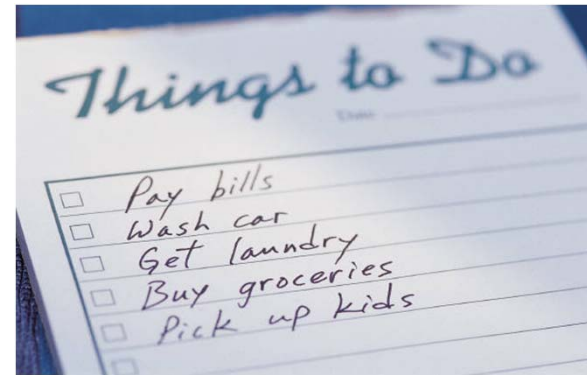
- Time management is the development of processes and tools that increase efficiency and productivity.
- It is used for accomplishing specific tasks, projects and goals with a specific due date.



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Ways to Help Manage Your Time

- Keep a Calendar
- Make to do lists
- Have goals



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Time Management Tips

- Be Organized – use calendars with auto reminders
 - PDA, Google, blackberry, yahoo, etc.
- Plan Ahead
- Prioritize Your Tasks
- Avoid Overload
- Practice Effective Study Techniques
- Be Flexible
- Have a Vision and a Positive Attitude

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www.cob.sjsu.edu/nellen

[a/time-management.htm](#)

How are you spending your time?

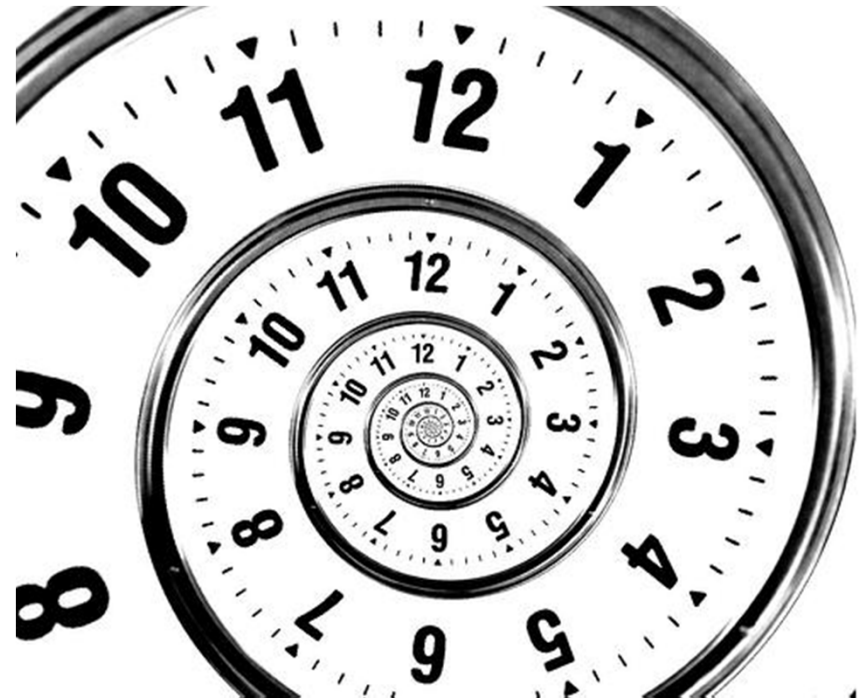
In class?

Studying?

With friends/family?

Work?

Sleep?



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What is Procrastination?

- Procrastination: to put off intentionally and habitually; to put off intentionally the doing of something that should be done.

www.merriam-webster.com



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How to deal with Procrastination?

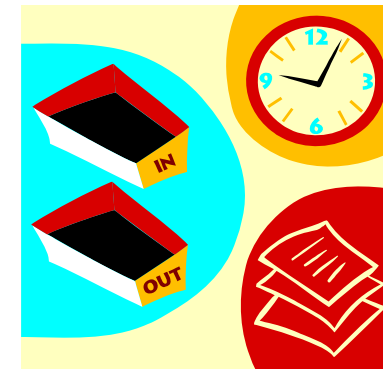
- Try to avoid it at all costs PERIOD
- Make a schedule and stick to it
- Be aware that you are procrastinating
- Don't be a YES person! Saying yes to everyone will over commit yourself and you won't have time to do everything you need to do
- Have a personal rewards chart
- Try not to eat too much
- Get plenty of rest



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Elements of Success for Effective Time Management

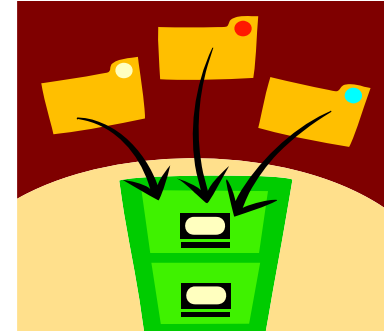
- Practice
- Flexibility
- Positive Attitude
- Sufficient Time
- Resources
- Organization
- Knowing yourself



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Organizational Techniques

- Put all of your work for each class in the same place
 - Use folders or invest in one larger binder and use dividers to separate each subject
- Make a nightly habit of packing your bag
- Be sure that your alarm clock is set for the correct time
- Decide what you'll wear the next morning
- Get as many things done that night as you can to help avoid the morning rush out the door



The most important thing you should have to worry about each morning is deciding what to have for breakfast!

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The Price You Will Pay for Not Being Organized:

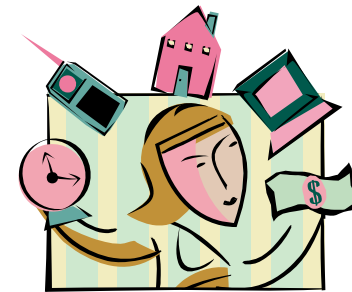
- Missed deadlines
- Trouble focusing
- Overlooked opportunities
- Unprepared for exams
- Stress – mental, physical and emotional
- Time wasted



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Prioritizing

- Needs to be done in stages
 - Immediately – done now, within the hour
 - Urgent – within 4 hours
 - Important - within 12 hours
 - Have to get done – within 24 hours

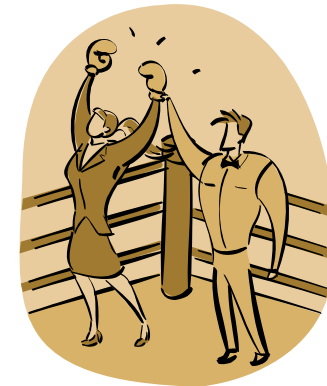


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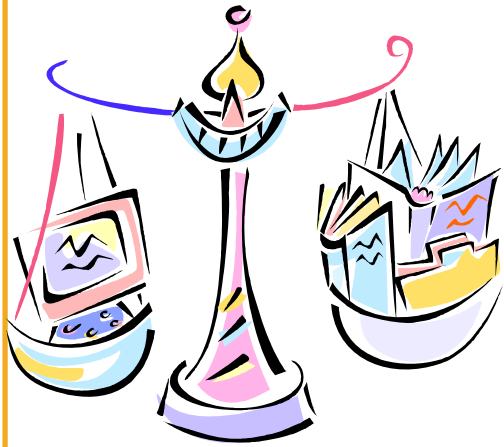
How Do You Evaluate Time Management Skills

You know you have managed your time well when:

- You make your due dates
- You are not stressed out
- You get everything on the 'To-Do-List' completed
- You have time to spare



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Not A Science

**Time Management is
NOT A Perfect Science
but a balancing act**

*It takes practice to make it perfect
There will be times when it
gets away from you and
you need to regroup*

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For More Information

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