Time Management

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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.
Ways to Help Manage Your Time

- Keep a Calendar
- Make to do lists
- Have goals
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
How are you spending your time?

In class?

Studying?

With friends/family?

Work?

Sleep?
What is Procrastination?

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

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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
Elements of Success for Effective Time Management

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