

# MANAGING TIME AND TASKS!

## I. WHAT IS TIME MANAGEMENT?

Time Can't be Managed—but You Can Manage the Amount of Time You Use Each Day for Fun, Work, Rest, and Time Spent with Others

## II. WHY IS IT IMPORTANT?

- You Have Responsibilities to Yourself, to your Family and Friends, to your Professors, to your Boss...and You also Need Time to Rest, Eat, Think, Exercise, and Plan
- Most People Need to Make a Plan to Prioritize Tasks and Activities In Order to Make Sure that Everything Gets Accomplished
- Some People Need to Make a Plan In Order to See that They are 'Overbooking' Themselves, and they Need to Adjust their Schedules Accordingly

## III. HOW DO YOU MANAGE IT?

### SEMESTER CALENDAR\*:

- Gather All Course Syllabi, College Academic Calendar, Exam Schedule, Personal Commitments
  - Use Calendar to List all **Major** Events, Tasks, Commitments and Activities
    - A Semester Calendar Helps You See 'The Big Picture'!

### MONTHLY CALENDAR\*:

- Write all Due Dates for Month—Tests, Papers, Projects
- Work Backwards to Create Personal Due Dates—Set Due Dates for Rough Drafts, for Creating Study Guides, for Making Tutoring Appts, etc.
  - A Monthly Calendar is a Working Calendar: Use it to Set Personal Goals!

### WEEKLY CALENDAR\*:

- Block in your Classes, Work Hours, Normal Sleep/Wake Times, Meals, Exercise, Standing Appointments, Commuting Time, Social Commitments
- The Hours that are Left are your 'Free Time'—Study Time, Unscheduled Down Time, Time Left Open for 'the Unexpected'!
  - If your 'Free Time' is Little /Non-Existent, You Are Too Heavily Booked
- When/Where are your Study Hours Happening? Remember that the Most Productive Study Hours Happen Occur During the Day, when your Mind is Fresh and Focused on School

### DAILY TASK LIST/TO-DO LIST:

- Make a List of 6-8 Items: Personal, Academic, and Work-Related Activities that Can Be Accomplished During the Day
- If You Keep Moving Items to the Next Day's List, You May be Making a List that is too Long or too Detailed, or maybe You Aren't Checking the List During the Day?

\*Semester, Monthly, and Weekly Blank Calendars available at the Center for Student Learning

**The Center for Student Learning**



**at the Addlestone Library**

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