

TWENTY TIME SAVERS!

1. Set Priorities for Tasks—Most Important to Least Important
2. Fight **PROCRASTINATION!** If it is a Priority, Do It **NOW!**
3. Subdivide Large Tasks into Smaller Ones
4. Establish a Quiet Hour or Half Hour to Focus
 5. Find a Hideaway
6. Learn to say “No” to Avoid Overbooking Yourself
 7. Learn to Delegate when Working in Groups or with Committees
8. Accumulate Similar Tasks and Do Them Together
 9. Limit your Time **Checking E-mail**
 10. Perfectionism Can’t Always be the Goal
11. Don’t Over-Schedule Yourself. Allow for Downtime and Unexpected Situations
 12. Set **Time Limits** for Tasks
 13. Concentrate on the Task at Hand
 14. Do Difficult Tasks First
 15. Think and Plan the Task before Doing It
 16. Do a Task Thoroughly before Moving On: **Do It Right the First Time!**
 17. Use a Highly Visible **Wall Calendar** in addition to/instead of a Planner
18. Study Smarter, not Harder: **Study Groups, Tutors, etc.**
19. Use **Small Periods of Day Time** in between Classes
20. **Make an Appointment at the Center for Student Learning!**

--Adapted from The Augustine Club at Columbia University, 1996

Need More Ideas? Visit
The Center for Student Learning



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