

QUICK TIPS

Three steps to effective time management are:

1. Organizing

The more organized you are, the more effectively you will be able to use the 24 hours in each day. Each day **MAKE A LIST** of tasks. (Don't think about which tasks are most important at this point.)

2. Prioritizing

Prioritize the items on your list:

- A. things you **HAVE TO DO**
- B. tasks you **SHOULD DO**
- C. items that can be **DEFERRED** until the next day

3. Scheduling

Now that you have your prioritized list of everything you need and what to do, you should look at your schedule to fit your projects around the "givens" (class, work, sleep, etc.) in your day. Leave room for breaks, socializing and those little things that tend to pop up. Allow for the unexpected!

One final hint: as you go through the day, ask yourself, "What is the best use of my time right now?"

Source: SOAR series, UNL Student Involvement www/unl.edu/involved



T I M E M A N A G E M E N T

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CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

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TIME MANAGEMENT

If you had a bank that credited your account each morning with \$86,400, but carried over no balances from day to day, and allowed you to keep no cash in your account and every morning cancelled 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 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 tomorrow. You are wisest living in the present - on today's deposit.

Invest it so you get the utmost in health, happiness, and success.

What is time management and why should I care about it?

Managing time means investing your time to get what you decide you want out of life, including what you want out of being a member of a group. This concept of managing time assumes that you have clearly focused values and goals for your work, family, studies, social activities, other people, and most importantly, yourself.

TEN TIPS TO HELP MANAGE YOUR TIME*

PLAN

Start each day by making an emphasis on your general schedule, with specific emphasis on one or two things you would like to accomplish - including things that will achieve long-term goals. The more time we spend planning a project, less total time is required for it.

CONCENTRATE

The amount of time spent on a project is not what counts; it's the amount of uninterrupted time.

TAKE BREAKS

To work for long periods of time can decrease energy, as well as increase stress, tension, and boredom. Switching from a mental task to a physical task can provide relief. Merely resting can also increase your efficiency, reduce tension, and most importantly, benefit your health.

AVOID CLUTTER

In most cases, clutter can hinder concentration and cause frustration and tension. When you find your desk becoming chaotic, take time to organize. Remember you can only effectively work on one thing at a time, so concentrate all of your efforts on the most important one. Clearing or organizing your desk nightly should be standard practice.

AVOID PERFECTIONISM

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

LEARN TO SAY "NO"

Learn to decline, tactfully yet firmly, requests that do not fit with your goals. If you explain that your motivation is not to get out of work, but to save time to do a better job on the really important things, you'll have a good chance of avoiding unproductive tasks.

DON'T PROCRASTINATE

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

DELETE TIME WASTING ACTIVITIES/HABITS

If you are wasting your time in activities that bore you, divert you from your real goals, and your energy, make changes in a positive direction or delete them from your schedule.

DELEGATE

Learn to delegate the challenging and rewarding tasks, along with sufficient authority to make necessary decisions.

AVOID THE WORKAHOLIC SYNDROME

Don't let work interfere with the really important things in life such as family, friends, and enjoyment.

Think about your behaviors with regard to the statements below:

I do things in priority order.

I accomplish what needs to get done during each day.

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 prepare a daily "TO DO" list.

I prioritize my "TO DO" list.

I meet deadlines without rushing at the last minute.

I am up to date on personal paperwork.

I don't let interruptions sidetrack me from my daily tasks.

I know the difference between efficient and effective use of my time.

I don't spend too much time on trivial matters.

Time Budget 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 one spends his/her time:

# of hours for sleep/week	
@ 8/night for 7 nights.....	56 hours
# of hours for meals/week	
@ 3/day for 7 days.....	21 hours
# of hours for classes/week.....	16 hours
# of hours for homework	
@ 4/class for 6 classes.....	24 hours
# of hours for job/week.....	15 hours
Total # of hours used.....	132 hours

Subtract the total number of hours per week used (132) from the total number in a week (168). There are still 36 hours yet to be budgeted. Everyone's schedule is different, so take a few minutes to figure out where your time goes.

* A Reader's Digest Reprint - Condensed from "Getting Things Done" by Edward C. Bliss