



Time Management

Each day, we wake up with 24 hours and a “to do” list three miles long. We need to find time to eat, sleep, work, relax, exercise, attend class, and study. Effective time management skills can help provide structure to your days, which, in turn, can help you achieve a sense of balance and control. There is nothing magical about being able to make time for everything you need to get done: it simply takes planning.

Creating Weekly Planners

- Design a weekly activity grid to meet personal requirements, or purchase a bound planner. Arrange the grid blocks on an hourly or half-hourly basis. Label the days of the week, starting with Sunday or Monday.
- The first thing to record on the grid is those regular activities whose times do not change week to week. For homemade planners, record this data before photocopying the chart for future use. Examples of regular activities are:
 - Meals
 - Sleep
 - Class, labs, or TA sessions
 - Worship Services
 - Work
 - Athletic practice, games or exercise
 - Club meetings
 - Tutoring sessions
 - Volunteer activities or community service projects

Record all other activities that are not regular events. Consult the monthly planner (or course syllabi) to determine the due dates of all activities, not just the major ones. Break major assignments into smaller tasks, and **identify your own due date** for each part. Estimate how long it will take to complete each task. If unsure, err on the side of over-estimating. Write short descriptions of each activity in the appropriate places on the weekly chart. Examples of activities are:

- reading assignments
- athletic games or exercise
- study groups
- listening to lecture tapes
- recopying or reviewing notes
- relaxation and recreation
- developing memory aids
- reviewing notes or readings
- club meetings or activities
- review sessions
- library research
- meetings with instructor, coach or advisor

Keep the completed grid, or copies of it, in a prominent place where you may refer to it often. Make it a habit to check the grid periodically, such as every morning or evening and update it regularly. Remember, things may come up unexpectedly and time may not be on your side on occasion. If this happens, don't stress out! Your planner should be open for updates and changes when necessary! Use your planner as a guide, but remember that you may need to be flexible on occasion. It may be helpful to block out some time each day to accommodate for unexpected events or activities that run longer than expected. Remember, there is no “right” or “wrong” way to organize your planner— do what works best for you!

Questions to Ponder....

Which of the following “time stealers” take away from your study and work time?

- Talking to and/or socializing with friends
- Meetings
- Tasks you should have delegated
- Procrastination
- Unclear objectives and priorities
- Lack of planning
- Stress and fatigue
- Inability to say "No"
- Desk management and personal disorganization
- Constant attention to E-Mail, instant messenger, Facebook or other internet distractions
- Television

What can you do to minimize the effects of these “time stealers?”

How do you plan to put your ideas into action on a daily basis?

What is your hierarchy of priorities? Do you find that this is efficient and successful or is it time to reprioritize?

How can you do this?

If you are fed up with the way you have come to interact with time, change it.

—Marcia Wieder



Quick Tips

- **Identify "Best Time" for Studying:** Everyone has high and low periods of attention and concentration. Are you a "morning person" or a "night person"? Use your power times to study; use the down times for routine activities such as laundry and errands.
- **Use Distributed Learning and Practice: Study in shorter time blocks with short breaks between.** This keeps you from getting fatigued and "wasting time." This type of studying is efficient because while you are taking a break, the brain is still processing the information.
- **Make Sure the Surroundings are Conducive to Studying:** This will allow you to reduce some of the distractions that can "waste time." If there are times in the residence halls or your apartment when you know there will be noise and commotion, use that time for mindless tasks or plan to relocate your studying to a place that will be more conducive.
- **Make Room for Relaxation and Entertainment:** College is more than studying. It is important to have a social life. Make time for it but also make sure it is balanced with your academic and leadership time as well.
- **Make Sure you Have Time to Sleep and Eat Properly:** Sleep is often an activity that you, as a student, use as your time management "bank." When you need a few extra hours for studying or socializing, you might withdraw a few hours of sleep. Doing this makes the time you spend studying less effective because your fatigue will ultimately catch up to you.
- **6. Try to Combine Activities:** Use the "Twofer" concept. If you are spending time at the laundromat, bring your psychology notes to study. If you are waiting in line for tickets to a concert, bring your biology flashcards to memorize.

Pieces of Leadership
brochures are available on
the following topics:

Budgeting
Communication
Conflict Resolution
Delegation
Facilitation
Goal Setting
Group Dynamics
Ice Breakers/Team Builders
Mission Statements
Motivation
Officer Transition
Peer Supervision
Program Planning
Qualities of a Good Leader
Running a Good Meeting
Stress Management
Time Management
Wellness

*The information provided in this brochure
was adapted from:*

Total Success Training,
Muskingum College Center for
Advancement of Learning,

University of Minnesota Duluth
Student Handbook

For more information on the topics
listed above or to access the
resources in our
Leadership Library,
please visit the

**Office of Student Activities and
Leadership Development**

Located on the
First Floor of the
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Tips for the Wesleyan Leader

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