



Time Management!!

1. Get a calendar! (or maybe even two!)
 - a. Scheduler (paper, PDA, cell phone, etc.)
 - i. Start big with definite time commitments for the semester
 1. Class schedule, work schedule, holidays, standing meetings, etc.
 - ii. Follow that with dedicated study times which include the study location
 - b. Wall calendar (at least 90 day version)
 - i. Put same information as above
 - c. To help with both of these calendars you may want to monitor your time for a week or two to see where and how you spend your time
2. A “To Do” List!
 - a. Prioritize what needs to be done
 - i. This week, next week, this month, etc.
 - b. Cross out what you accomplish
 - c. Be prepared to adjust priorities
3. Stop Procrastinating!!
 - a. Just stop it!
 - b. Don’t do it!
 - c. Be a quitter when it comes to procrastinating!
4. Identify How Others Misuse YOUR Time!
 - a. Some people will want to take you away from your responsibilities
 - b. Learn who they are quickly and set boundaries with them
5. Reward Yourself!
 - a. When you complete a task or realize you did not procrastinate give yourself a pat on the back!
 - b. Go to a movie
 - c. Go out with some friends

REMEMBER:

There are only 24 hours in a day!

There are only 168 hours in a week!

If you sleep an average of 8 hours each night, that takes 56 hours from that 168!

If you spend an average of 30 minutes for breakfast, lunch and dinner each day, that takes another 10.5 hours from that 168!

If you are taking 5 classes, that will take another 12.5 hours from that 168!

If you work, those hours must be subtracted from the 168!

If you spend the recommended 2 hours study/preparation time for every hour in class, that takes another 30 hours out of that 168!

Commute time to KSU and walking time to class (average 10 hours) must also be taken out of the 168!

Add in any extra-curricular activities (clubs, sports, relaxation) and the 168 is pretty much used up!