PRIORITIZING YOUR SEMESTER

Academic Success Center
Time Management

- Time Management is organizing activities to increase productivity and effectiveness in your everyday life.
  - *Time management allows you to get the maximum use of your day without overexerting yourself.*
  - *It’s important to know that Time Management is not a “One Size Fits All” strategy and this presentation is intended to give you a well-rounded toolbox to determine what works for you.*

- Planning Tools: Planning tools are used to aid you in keeping up with your time management methods.
  - *Daily/Weekly Paper Planners, Notebooks*
    - Electronic Planners: Apps, Phone Calendars and To Do Lists
    - Visual Planners: Wall Calendars, Weekly White Board Schedules
    - Long Term Schedules
Priority Management

- **ABC Method**
  - Divides items on your to do list by priority status
    - "A" rated are high priority items that must be completed
    - "B" rated are medium priority items that should be completed over time
    - "C" rate are low priority items that are fun things or not currently relevant

- **Urgency vs. Importance**
  - Consider items by their importance and how soon it's due
    - Group 1: assignments or activities due today, or tomorrow
    - Group 2: long term projects, studying for class, etc.
    - Group 3: distractions, social invitations, etc.
    - Group 4: Time wasters, social media, procrastination activities.
Priority Management

- Additional Methods:
  - Get Things Done or "GTD": This strategy focuses on the amount of time an activity takes to complete and not exclusively on its importance.
    - Eliminate feeling overwhelmed
    - Focus on small task completion first
    - Break larger tasks into smaller segments
  - To Do List
    - Creating To Do lists each morning for daily activities is a low effort method that allows you to keep track of important items and only focus on the day to day.
Stress Management

- Time Management isn’t all about work and no play. In order for these strategies to work well you need to take care of yourself.
  - Get some sleep: Being tired can impact the quality of your work and your productivity.
  - Focus on work during your most productive time of day: Schedule the more important items during that time period, that way you are putting your best work where it matters.
  - It’s okay to have a little fun: Take time out to enjoy yourself. Studying for 16 hours a day isn’t feasible.
  - Be realistic: Know that there isn’t one strategy that is going to work forever.
  - Try not to procrastinate: It can be hard to break old habits, putting away distractions and studying in appropriate environments can increase your productivity immensely.