

Time Management

Time management is essential to being an effective student, leader, family member and employee. However, it is also one of the hardest things to master. As a student leader, how can you find time to do everything that you want to do, while retaining high academic standards and an enjoyable college experience?

How Do You Spend Your Time?

There are many ways that people incorporate time management into their lives whether it be by a electronic calendar, personal planner, cell phone alarm, or even to do lists. However, these are just the implements for time management. The first step, is knowing yourself, how you currently manage your time and how effective you are already.

As students, so many things are thrown into a daily routine from class to an organizational meeting, homework, practice or even just socializing in the Campus Center or in a residence hall. The first thing anyone should do before they try to adjust their time management is to review how they spend their time now. You can do this by setting up a formula.

There are 168 hours in every week, therefore how many hours a week do you spend:

1. Sleeping
2. In Class
3. Socializing
4. Doing Homework
5. Practicing Hygiene
6. Working
7. Traveling
8. Eating



After deciding how many hours you spend doing these eight tasks a week, subtract that number from the 168 hours and see the hours in a week that you have to do additional tasks. In taking a look at the hours you spend doing these eight tasks, does anything surprise you? Do you think that any of your current habits need to change?

“Better three hours too soon, than one minute too late.”
~William Shakespeare

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Tips for Managing Your Time

Time management is not just about scheduling your activities, but also ensuring you have a balanced lifestyle. Below is a list of some simple tips that can help you make the most of your time. These suggestions work best if you use them in conjunction with some sort of schedule.

Plan Your Day - Take some time before you go to sleep or right after you wake up to plan your day. This time will help keep you stay on track to accomplish your goals.

Take Breaks - Make sure to take occasional breaks while working. Short breaks such as taking a short walk, eating a healthy snack, or even a quick powernap can help reduce stress and increase productivity.

Minimize Clutter - For most people, a cluttered workspace is indicative of a cluttered mind. Keeping a clean workspace minimizes distractions and allows you to concentrate on one task at a time.

Avoid Perfectionism - While you should always strive for excellence you must also be aware of when a task is sufficiently accomplished. Continuing to work on a completed project will steal time from other tasks.

Learn to Say "No" - If you cannot accept anymore tasks at the moment do not be afraid to turn down requests for help. You can only accomplish so much in a single day and you do not want to spread yourself too thin.



Do Not Procrastinate - Never put off for tomorrow what can be accomplished today. Dive right into unsavory tasks, no matter how unpleasant, because the sooner those tasks are done the sooner you can work on something more enjoyable.

Stop Wasting Time - If you find yourself constantly in activities that keep you from accomplishing your goals you need to take steps to remove them from your schedule. Keep in mind some activities may feel "wasteful," but may be quite essential for fulfilling your goals.

Delegate Tasks - Learn how to assign various tasks within your organization, of varying difficulty to others. New members will gain experience and confidence and you will build trust in older members.

Avoid Becoming a Workaholic - While your work should be one of your top priorities, do not let your work come between you and friends or family.



Adapted from Bowling Green State University Exclamation Points - Time Management.