

# **Goals of Time Management**

[http://www.cob.sjsu.edu/facstaff/nellen\\_a/time\\_management.htm](http://www.cob.sjsu.edu/facstaff/nellen_a/time_management.htm)



- **To have control over your life - manage your time, don't let it manage you!**
- **To be healthier and happier (less stress).**

## **.....Seven Suggestions for Effectively Managing Your Time.....**

### **1. Be Organized**

- Use time saving tools: appointment calendars, "to do" lists, e-mail, answering machines, file folders, etc.
- Have an organized workplace (don't waste time constantly looking for your work).
- Use your appointment calendar for everything, including listing study time.
- Use "to do" lists for both long-term and for each day/week.

### **2. Plan Ahead (Schedule it and it will happen!)**

- Determine how long your tasks will take (do this before agreeing to take on a task!)
- Consider whether any activities can be combined.
- Determine if big tasks can be broken down into smaller tasks that may be easier to schedule (such as studying for exams and visiting the library as part of an assignment to write a term paper).

### **3. Prioritize Your Tasks**

- Use an A-B-C rating system for items on your "to do" lists with A items being highest priority.
- Set goals for both the short term and long term as to what you want to accomplish.
- Look at all of your "to do's" to gauge the time requirement and whether additional resources will be needed to accomplish them (if yes, schedule time to obtain those resources).
- Don't postpone the small tasks (a sense of accomplishment is good, overlooked small tasks become larger tasks)

### **4. Avoid Overload**

- Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule.
- Take short breaks during study and work periods.
- Don't put everything off until the last minute (for example, don't cram for exams).
- Learn to say "no" when appropriate and to negotiate better deadlines when appropriate.

### **5. Practice Effective Study Techniques**

- Have an appropriate study environment.
- Split large tasks into more manageable tasks.
- Read for comprehension, rather than just to get to the end of the chapter.
- Be prepared to ask questions as they come up during study, rather than waiting until just before an exam.
- Do the most difficult work first, perhaps breaking it up with some easier tasks.
- Don't wait until the last minute to complete your projects.
- Read the syllabus as soon as you get it and note all due dates (and "milestone" times) on your calendar.
- Be a model student! (be attentive and participative in class, and punctual, prepared, and eager to learn)

### **6. Be Able to be Flexible**

- The unexpected happens (sickness, car troubles, etc.); you need to be able to fit it into your schedule.
- Know how to rearrange your schedule when necessary (so it doesn't manage you - you manage it).
- Know who to ask for help when needed.

### **7. Have a Vision (why are you doing all of this?)**

- Don't forget the "big picture" - why are you doing the task - is it important to your long-term personal goals?
- Have and follow a personal mission statement. (Are your activities helping you achieve your goals?)
- Know what is important to you. (What do you value most?)
- Have a positive attitude!

**Effective time management is a primary means to a less stressful life. These practices can help you reduce your stress and reclaim your personal life.**

<http://www.mayoclinic.com/health/time-management/WL00048>

But how do you get back on track when organizational skills don't come naturally? To get started, choose one of these tips, try it for two to four weeks and see if it helps. If it does, consider adding another one. If not, try a different one.

- **Plan each day.** Planning your day can help you feel more in control of your life. Write a to-do list, putting the most important tasks at the top. Keep a schedule of your daily activities to minimize conflicts and last-minute rushes.
- **Prioritize your tasks.** Like many people, you may be spending the majority of your time on a small percentage of your tasks. Prioritizing will ensure you spend your time and energy on those that are truly important to you.
- **Say no to nonessential tasks.** Consider your goals and schedule before agreeing to take on additional work.
- **Delegate.** Take a look at your to-do list and consider what you can eliminate or pass on to someone else.
- **Take the time you need to do a quality job.** Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall.
- **Break large, time-consuming tasks into smaller tasks.** Work on them a few minutes at a time until you get them all done.
- **Practice the 10-minute rule.** Work on a dreaded task for 10 minutes each day. Once you get started, you may find you can finish it.
- **Evaluate how you're spending your time.** Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely. For example, could you take a bus or train to work and use the commute to catch up on reading? If so, you could free up some time to exercise or spend with family or friends.
- **Get plenty of sleep and exercise.** Improved focus and concentration will help improve your efficiency so that you can complete your work in less time.
- **Take a time management course.** If your employer offers continuing education, take a time management class. If your workplace doesn't have one, find out if a local community college, university or community education program does.
- **Take a break when needed.** Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches at your workstation. Take a day of vacation.

### **TIME MANAGEMENT PLANS**

**See where your time goes in the “168 Hours in a week”. Then try out the 5 options that follow, see which ones work for you!**

#1:

**168 hours in a Week**

**Calculate where you spend your time.**

<b>Activity</b>	<b># hours spent</b>
<b>Weekly Class time (# hours in class each week)</b>	
<b>Weekly Study time</b>	
<b>Weekly Sleeping time</b>	
<b>Weekly Eating time</b>	
<b>Weekly time on the job/work</b>	
<b>Weekly commuting/driving/transportation time</b>	
<b>Weekly Personal Hygiene (shower, hair, make-up, getting ready for school/work)</b>	
<b>Athletics (sports and practice plus personal work-out time)</b>	
<b>Family Responsibilities (weekly time cleaning, cooking, shopping, bill paying, time with kids and family)</b>	
<p data-bbox="505 1360 1154 1392"><b>Remember you only have 168 hours in the week</b></p> <p data-bbox="185 1434 797 1465"><b>Write a reaction to how your time was spent:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p data-bbox="1230 1314 1377 1346"><b>TOTAL</b></p> <hr/>

#2:

Name \_\_\_\_\_

**WEEKLY ACTIVITY PLAN SHEET**

**Week of: \_\_\_\_\_**

This is one form of a “to do” list. When you write things down, you are less likely to forget them. When completed, check them off and feel good about what you accomplished. Write your tasks on the list in order or priority

High Priority Task List

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> 1. _____ | <input type="checkbox"/> 6. _____  |
| <input type="checkbox"/> 2. _____ | <input type="checkbox"/> 7. _____  |
| <input type="checkbox"/> 3. _____ | <input type="checkbox"/> 8. _____  |
| <input type="checkbox"/> 4. _____ | <input type="checkbox"/> 9. _____  |
| <input type="checkbox"/> 5. _____ | <input type="checkbox"/> 10. _____ |
- 

Moderate Priority Task List

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> 1. _____ | <input type="checkbox"/> 6. _____  |
| <input type="checkbox"/> 2. _____ | <input type="checkbox"/> 7. _____  |
| <input type="checkbox"/> 3. _____ | <input type="checkbox"/> 8. _____  |
| <input type="checkbox"/> 4. _____ | <input type="checkbox"/> 9. _____  |
| <input type="checkbox"/> 5. _____ | <input type="checkbox"/> 10. _____ |
- 

Low Priority Task List

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> 1. _____ | <input type="checkbox"/> 6. _____  |
| <input type="checkbox"/> 2. _____ | <input type="checkbox"/> 7. _____  |
| <input type="checkbox"/> 3. _____ | <input type="checkbox"/> 8. _____  |
| <input type="checkbox"/> 4. _____ | <input type="checkbox"/> 9. _____  |
| <input type="checkbox"/> 5. _____ | <input type="checkbox"/> 10. _____ |

**#3:****Weekly 24-7 Planning Sheet**

Directions: List the activities you do in each time slot. See where your time is spent.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00PM							
11:00 PM							
12:00 AM							
1:00AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							

**#4: MONTHLY CALENDAR**

**Month of:** \_\_\_\_\_

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<input data-bbox="126 262 186 310" type="checkbox"/>	<input data-bbox="316 262 376 310" type="checkbox"/>	<input data-bbox="522 262 583 310" type="checkbox"/>	<input data-bbox="729 262 789 310" type="checkbox"/>	<input data-bbox="935 262 995 310" type="checkbox"/>	<input data-bbox="1141 262 1201 310" type="checkbox"/>	<input data-bbox="1347 262 1408 310" type="checkbox"/>
<input data-bbox="126 604 186 653" type="checkbox"/>	<input data-bbox="316 604 376 653" type="checkbox"/>	<input data-bbox="522 604 583 653" type="checkbox"/>	<input data-bbox="729 604 789 653" type="checkbox"/>	<input data-bbox="935 604 995 653" type="checkbox"/>	<input data-bbox="1141 604 1201 653" type="checkbox"/>	<input data-bbox="1347 604 1408 653" type="checkbox"/>
<input data-bbox="113 947 173 995" type="checkbox"/>	<input data-bbox="316 947 376 995" type="checkbox"/>	<input data-bbox="522 947 583 995" type="checkbox"/>	<input data-bbox="729 947 789 995" type="checkbox"/>	<input data-bbox="935 947 995 995" type="checkbox"/>	<input data-bbox="1141 947 1201 995" type="checkbox"/>	<input data-bbox="1347 947 1408 995" type="checkbox"/>
<input data-bbox="113 1289 173 1337" type="checkbox"/>	<input data-bbox="316 1289 376 1337" type="checkbox"/>	<input data-bbox="522 1289 583 1337" type="checkbox"/>	<input data-bbox="729 1289 789 1337" type="checkbox"/>	<input data-bbox="935 1289 995 1337" type="checkbox"/>	<input data-bbox="1141 1289 1201 1337" type="checkbox"/>	<input data-bbox="1347 1289 1408 1337" type="checkbox"/>
<input data-bbox="126 1631 186 1680" type="checkbox"/>	<input data-bbox="316 1631 376 1680" type="checkbox"/>	<input data-bbox="522 1631 583 1680" type="checkbox"/>	<input data-bbox="729 1631 789 1680" type="checkbox"/>	<input data-bbox="935 1631 995 1680" type="checkbox"/>	<input data-bbox="1141 1631 1201 1680" type="checkbox"/>	<input data-bbox="1347 1631 1408 1680" type="checkbox"/>



**#6:**

**DAILY TASK LIST by time**

**Create one each day for the tasks that you must do. You can also use a daily planner.**

**Circle Day of the week: Sun/Mon/Tue/Wed/Thurs/Fri/Sat     Date: \_\_\_\_\_**

<b>Time</b>	<b>Description of task to be completed.....</b>
6:00 a.m.	
6:30 a.m.	
7:00 a.m.	
7:30 a.m.	
8:00 a.m.	
8:30 a.m.	
9:00 a.m.	
9:30 a.m.	
10:00 a.m.	
10:30 a.m.	
11:00 a.m.	
11:30 a.m.	
12:00 noon	
12:30 a.m.	
1:00 p.m.	
1:30 p.m.	
2:00 p.m.	
2:30 p.m.	
3:00 p.m.	
3:30 p.m.	
4:00 p.m.	
4:30 p.m.	
5:00 p.m.	
5:30 p.m.	
6:00 p.m.	
6:30 p.m.	
7:00 p.m.	
7:30 p.m.	
8:00 p.m.	
8:30 p.m.	
9:00 p.m.	
9:30 p.m.	
10:00 p.m.	
10:30 p.m.	
11:00 p.m.	
11:30 p.m.	