

TIME MANAGEMENT



Does it seem that there is not enough time in the day? Are you scrambling to get everything done? Effective *time management* enables you to efficiently and effectively complete tasks as well as lessen stress.

Here are some guidelines for time management:

- Make time for planning and organizing. This will provide you with a clear sense of purpose.
- Evaluate how your time is spent. Provide a detailed description of how many minutes you devote to specific tasks each day.
- Use a planner to detail your schedule for upcoming events. Make sure to write in the planner frequently and consult it daily.
- Write assignments and tasks in the planner as soon as they are given. This will ensure that you are not surprised by a deadline.
- Prioritize responsibilities in order of upcoming deadline and/or importance.
- Develop a goal for each task and action steps that will help complete the task (see *Goal Setting* tip sheet). Give each action step a deadline.
- Avoid procrastination. Completing action steps by assigned deadlines will enable you to complete tasks in a timely manner thereby avoiding last second stress.
- Allow for changes in the schedule when necessary. Unforeseen circumstances will often occur.
- Be willing to say to “no” to things that you do not have time for. Avoid overbooking yourself with too many obligations.
- Schedule time for yourself. It is important that you take care of yourself in order to avoid unneeded stress (see *Stress Management* tip sheet).
- Allow yourself time to relax. Continual work without rest can increase stress as well as decrease productivity.
- Continually monitor the degree of stress in your life. Be willing to use stress management techniques in order to reduce anxiety.
- Reward yourself when you have completed a task. Promise yourself some sort of reward for the completion of each task, or meeting the overall goal.

“Time is at once the most valuable and the most perishable of all our possessions.”

-John Randolph