

## **STD 100 Web Time Management Skills**

### **1. Semester Schedules**

Keep your semester schedule out where you can see it. This will help you be aware of what's upcoming so you can plan how to spend your time.

### **2. Daily Schedules**

A "to do" list will remind you of what you have to do each day. Prioritize each item on your list, labeling the most important items "A", the less important ones "B", and the "nice to do" items "C". Start with your "A's" so that you finish your most important tasks first, then work through your B's and C's

### **3. Start projects as soon as they are assigned**

A little work on a report every week will allow you time to add quality to your work. The reason for most "D" papers is the fact that they were written the night before they were due.

### **4. Divide each task into small, manageable chunks**

Break each task into smaller parts, and work won't seem so overwhelming. Instead of facing a whole chapter of your business administration text, set a goal of reading 8 chapters.

### **5. Use small pockets of time well**

Many students think it's not worth doing school work between classes because they won't have time to complete it. If you have broken your homework and assignments into smaller chunks, you will be able to complete one or two of them in that time.

### **6. Use your best time well**

Some people are "morning" people, so they should do as much work as possible early in the day. Nighthawks should save their work until the evening, when they are most effective.

### **7. Don't put off until tomorrow what you can do today**

Before the day is over, do one more thing that you were saving for "tomorrow". In time, you will find that you aren't procrastinating as much. Your workload will become lighter.

### **8. Turn off the television**

Try to save television until you have finished your homework. Watching reruns are a great way to relax, but you may look back at your day and wonder where it has gone.

**9. Try a ten minute timer**

If you have a task on your “to do” list that is unpleasant, try working hard on it for 10 minutes. You may find you don’t mind continuing beyond the 10 minutes; at the very least, you will have more done.

**10. Say No**

Of all the time saving techniques, probably the most effective is frequent use of the word *No*. Learn to decline, tactfully but firmly, every request that does not contribute to your goals. Many people who worry about offending others wind up living according to other people’s priorities.

**11. Plan**

Start each day by making a general schedule, with emphasis on the two or three major things you would like to accomplish. Studies prove that the more time we spend planning a project, the less total time is required for it. Don’t let today’s busywork crowd planning time out of your schedule.

**12. Concentrate**

People who have serious time management problems are usually trying to do too many things at once. The amount of time spent on a project is not what counts: It’s the amount of uninterrupted time. Few problems can be solved piecemeal.

**13. Avoid clutter**

In most cases clutter hinders concentration and can create tension and frustration.

Go through your papers and divide them into categories:

1. Immediate action 2. Low priority 3. Pending

Put the highest priority item from your first pile in the center of your desk, then put everything out of sight. You can only think of one thing at a time, so focus all your attention on the most important one. Clear your desk each night. It gets the next day off to a good start.