

Managing Time

Do not create impossible situations.

Attempting to work a full 40-hour week and taking a full academic load (12 hours) is an impossible situation.

Review your outside obligations.

Examine each of these realistically as you prepare your new semester schedule.

Define your priorities.

All successful time management begins with planning.

Use a weekly calendar and a daily "To Do" list.

Write down all of the things you want to accomplish today, including personal activities such as phone calls and shopping.

This list is a reminder.

Use it to set daily priorities – what must be done today? What can wait? Write a new list each morning.

Use it to visualize what you must do in that new day, providing focus to your day's activities.

Avoid distractions and lack of focus.

Identify areas of wasteful use of time.

Do you put off doing important tasks?

That is called **procrastination**.

Are you overwhelmed by the current crisis or imminent deadline?

Crisis management, or lack of, leaves no time for routine matters or for enjoyment of the simpler things in life.

Are you plagued by lack of concentration and focus?

Floundering could be offset by creating daily "To Do" lists and lists of weekly, monthly and long-term goals.

What about emotional blocks that interfere with academic success?

These include boredom, daydreaming, stress, guilt, anger and frustration – all reduce concentration in the classroom.

Stress can lead to **sickness** that will definitely blow your schedule apart.

Stay physically fit. Yes, you can schedule good quality time for exercising and not feel guilty, knowing that it will keep you healthy in the long run.

Exercise is the best known way of reducing anxiety-producing stress. Other major distractions include: the telephone, television and friends.