

# TIME MANAGEMENT TIPS

Pull one of the tabs below and take a time management tip with you. Remember, one of the key components of time management is assessing your time and how it is being used!

Every day, review your goals and your commitments for the day, make a To Do list, prioritize the items on your list, and complete top priority tasks before lower priority items

Battle perfectionism. Set reasonable, smaller personal goals that set you up for success.

Do unpleasant tasks first. You will feel a sense of relief and accomplishment and can get down to other tasks you need to work on.

Battle procrastination. Do it NOW. If a task seems overwhelming, break it down into smaller parts and begin step one.

Learn to say “no” if one area of your life (work, school, friends) are taking is taking up an unproportional amount of time.

Make a list of what is important to you to help prioritize what you should do.

Use a term-at-a-glance calendar or scheduling system. This allows you to get a big picture of when exams are scheduled, papers are due, and when you have breaks.

Make an appointment for academic coaching at the Academic Success Center (541-737-2272)

Set realistic time estimates. Many things take longer that one would think

Assess how you use your time. Are you being effective? If so, what behaviors or activities are inhibiting your ability to be productive?