

Take Charge of Your Time

How to Get the Most Out of the
525,600 Minutes in Every Year

**365 days in a year
24 hours in a day
60 minutes in an hour
525,600 minutes in a year**

How do you spend them?

Personal Time Survey



Determine · Identify · Develop

Step 1

- **Determine your important priorities.**
 - Distinguish between what is urgent versus important.

Step 2

- **Identify how much time is needed for task completion.**
 - Allocate your time to what must be done and then craft your schedule.

Step 3

- **Develop goals.**
 - Develop goals based on your priorities. Use **SMART** goals to guide you.

Long-Term Scheduling

- This is your **semester or monthly overview** for long-term assignments and activities. It helps you see the big picture.
- At the beginning of each semester or month, use an electronic or paper calendar to create a **semester or monthly schedule**.
 - Record your **academics** (quizzes, tests, papers, projects, etc.)
 - Record your **activities** (work, meetings, social commitments, etc.)



Sample Long-Term Schedule

January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Intermediate Scheduling

- This is your **weekly overview**. It helps you bridge the gap between your long-term and short-term scheduling.
- Since your assignments and obligations change weekly, use Sunday night or Monday morning as your set-aside time to create a **weekly schedule**.
 - Record your **academics** (quizzes, tests, papers, projects + reading, moved/canceled classes, etc.)
 - Record your **activities** (work, meetings, social commitments + volunteer/service time, daily living/wellness, intrapersonal, entertainment, etc.)



Sample Intermediate Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:00am	FYS 101	Workout	FYS 101	Workout	FYS 101		
9:00am	CH 105	CH 105	CH 105	CH 105	Study		
10:00am	Study	Study	Study	CH 105 Lab	Study	Study	Religious
11:00am	Study	Lunch	Study	CH 105 Lab	Lunch	Study	Service
12:00pm	Lunch	LC 103	Lunch	Lunch	LC 103		
1:00pm	Work	Work	Work	Work	Work	Workout	
2:00pm	Work	Work	Work	Work	Work	Study	
3:00pm	Study	Study	PWB 120	Study	PWB 120	Study	
4:00pm	SW 250	Student Org.	SW 250	Study	Study		
5:00pm	SW 250	Meeting	SW 250	Study	Study		
6:00pm	Dinner	Dinner	Dinner	Dinner	Dinner		
7:00pm	Study	Study	Study	Study			Study
8:00pm	Study	Study	Study	Study			Study
9:00pm				Student Org.			Wkly. Planning
10:00pm				Meeting			
11:00pm							
12:00am							



Short-Term Scheduling

- This is your **daily to-do list**. It helps you be specific about what needs to be accomplished.
- At the beginning of each day, use an electronic or paper post-it note to create a **daily to-do list**.
 - Use your **long-term schedule** to determine free/flexible hours
 - Use your **short-term schedule** to determine what must be done that week



Sample Short-Term Schedule

Task	Priority	√
Workout – Cardio		
CH 105 Lecture		
CH 105 Lab		
Lunch with John @ Res Co		
Work campus job		
Work on FYS rough draft		
Study for SW quiz – Chapters 1, 2		
Dinner with Jane @ C Club		
Work on LC reflection paper		
Chess Club Meeting		
Party at John’s house		
Buy birthday gift for Mom		
Schedule meeting with advisor		



Tips for Effective Time Planning

Scheduling Tips

- Break the big tasks into smaller steps, then fit the small steps into your schedule.
- Keep your expectations realistic--don't overload your schedule.
- As a general rule, allow at least 2-3 hours of study time for each hour you're in class.
- Carry your daily to-do list with you and cross off tasks as completed.
- Review your progress, and change steps or goals as needed.

Studying Tips

- Study at shorter intervals over several days.
- Study at regular times and in specific places.
- Identify your best time of day to study.
- Study or review as soon after class as possible.
- Study your hardest or least interesting subject(s) first.
- Avoid distractions.
- Reassess your progress, and reward.

Procrastination

pro-cras-ti-nate

[proh-kras-tuh-neyt, pruh-] verb, -nat·ed, -nat·ing.

- *verb (used without object)* 1. to defer action; delay: to procrastinate until an opportunity is lost.
- *verb (used with object)* 2. to put off till another day or time; defer; delay.

From www.dictionary.com



Why We Procrastinate & How to Fight It

Why We Procrastinate

- Overwhelmed or intimidated by a task.
- Unsure where to begin.
- Over- or underestimate the difficulty of a task.
- Fear of failed *or* successful outcome.
- Just not enough time.
- Distracted by other tasks or fun activities.
- The “thrill” of last-minute pressure.

How to Fight It

- Assess *why* you procrastinate.
- Determine when you procrastinate.
- Figure out which tasks make you likelier to procrastinate.
- Assess what (or who) makes you procrastinate.
- Identify how procrastination has harmed you.
- Assess priorities.
- Implement SMART planning.

Turning Your Goals into Action

- Think about what you've learned today, and write down one or two goal(s) you want to work on for the next few weeks.
- Post it in a place where you will be reminded of your goal(s).
- Practice your goal(s) frequently.
- Get support—have a friend, roommate, family member, advisor, etc., help you reach your goal(s), and report your progress to this person regularly.
- Reward yourself for accomplishing your goal(s)—make the rewards real enough to motivate you.

Adapted from "Time Management Strategies for Improving Academic Performance," Cook Counseling Center at Virginia Tech (<http://www.ucc.vt.edu/lynch/TMGoalSetting.htm>).



The overall key to time management is understanding that time management is really self-management. We are each given 525,600 minutes per year to accomplish our goals, so it is important to make choices that support your goals. Remember that saying “NO” is a valid choice...and has the potential to open up a future, more significant opportunity!

The Finish Line



Questions?

If you have any questions or need further assistance,
please contact us in the
Center for Academic Success
& Exploration (CASE)
in Jordan Hall 144,
or email us at learning@butler.edu.