TIME MANAGEMENT

“You delay, but time will not.”
-Benjamin Franklin
WHY DOES IT MATTER?

• Why can’t we go on just doing what we want when we want?
• Unfortunately, lack of time management has serious consequences both now in college and even more when you graduate.
PROCRASTINATION

- Amanda Bynes "The Procrastinator!"
- What do you think “procrastination” means?
- Procrastination Self-Test (3 mins)
- Procrastination = to be slow or late about doing something that should be done or to delay doing something until a later time because you do not want to do it
- Vicious cycle
- What are some of our failures due to procrastination?
BEATING PROCRASTINATION

There are many ways to deal with procrastination. Here is a list of techniques for you to consider:

• Set realistic goals
• Do school work when your energy level is at its highest
• Break large tasks into smaller ones
• Work for realistic periods of time
• Avoid study marathons (like all-nighters)
• Mix activities
• Create an effective place to do your school work
• Allow extra time for “unexpected” things
• Schedule time for yourself
• Use your free time wisely
• Reward yourself when you have finished tasks on time
• Start NOW!
HOW DO YOU SPEND YOUR TIME?

• Time self test (7 mins)
• How much time is left in your week for studying? Is that enough to be successful as a student?
• What time wasters can you reduce or eliminate?
• Strategy: Make a list of all of your activities and tasks, including the due date.
# Priorities, People

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<td>Not Urgent</td>
<td>2</td>
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GETTING ORGANIZED

• Calendar
• Do you have a planner?
• DON’T rely on your memory. It’s not that good!
• DO utilize apps:
  – Rescue Time (for your computer)
  – Self Control (for your computer)
  – MyLifeOrganizer
  – Things
  – OmniFocus
LET’S TALK

• Why do you think time management is so hard for college students?
• Do you think you can reduce your stress by organizing your time better?
• Who in your life can help hold you accountable for managing your time wisely?
• Do you think you will see an improvement in your grades by managing your time more effectively? Why or why not?
• Are there any changes you will make after our discussion today?
Q&A TIME
ACADEMIC ADVISING CENTER

• McInnis 210 (second floor near the Dean’s office)
• Monday-Thursday 11am-4pm
• khidore@eastern.edu
• 610-225-5484
SOURCES

• Vance-Granville Community College Counseling Services
• Baruch College Center for Academic Advisement