

TIME MANAGEMENT TOOLKIT

MANAGING MY TIME?

I have 101 things to do and you expect me to get it all done in a proper manner and do it right? How is there ever enough time in the day to eat, sleep, do homework, go to meetings, and have practice? Plus all my classes? How am I suppose to do it all?!



8 TIPS FOR A BUSY COLLEGE STUDENT

1. Write everything down
2. Prioritize
3. Differentiate between academic and personal time
4. Balance school and work
5. Get enough sleep
6. Be flexible
7. Prioritize extracurriculars
8. BE KIND TO YOURSELF

Have no fear -- that's why we are here to help!

tomorrow

[noun]

a mystical land where 99% of all human productivity, motivation, and achievement is stored.

FURTHER GUIDANCE & HELP

Apps

StudyBlue

A part of the Chegg company (where you can buy textbooks online), StudyBlue is the largest crowdsourced study library, with over 400 million flashcards, notes and study guides from students like you. Make and share study materials, search for recommended study content from classmates, track progress, set reminders, and create custom quizzes. Join 15 million students on StudyBlue to study better, together. *Free

Distraction-blocking Apps

There are multiple websites for your computer that allow you to block yourself from social media or other distracting websites or restrict the time you spend on those websites. There are similar apps for your phone, as well.

The Student Success Center

PRIORITIZE



YOU MUST

The Student Success Center provides services and resources designed to assist in the academic development of students at West Virginia Wesleyan College, encouraging students to reach their full academic potential.

The SSC provides a variety of services, including advising, skills seminars, support for first-generation college students, career services, and assistance in internship placement.

The Student Success Center is located on the first floor of the Administration Building.

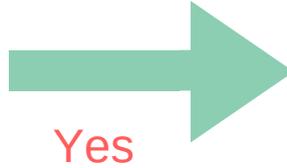
The office is open Monday-Friday 8:00 a.m. until 4:30 p.m.

Procrastination Management

Steps you can take to get yourself out of procrastination and into progress

Project/Task:

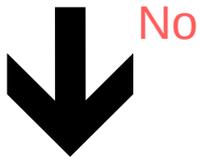
Are you working on it?



What does progress look like?

What is your goal?

Keep Going!!



Excuses

What are you doing instead?



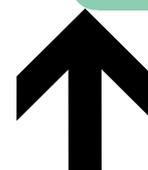
How are you justifying not doing your work?



What are the underlying reasons you are avoiding your work?



How do you break this procrastination?



Essential Time Management Skills

Goal Setting

Try setting your goals for each day. Create a short to-do list for the day and do your best to complete it during your down time, so at the end of the day you finished what you needed too and have time for yourself.

Self Motivation

Make sure when you start your day you are motivated to complete your goals. You will not be able to manage your time if you are not motivated to do what you have to get done. Find something to motivate yourself or a reward by the end of the day.

Decision Making

Your day is full of decisions, whether it be choosing to go to class, eating lunch, doing homework, or whether or not to take a nap. The idea is to make the right decisions throughout the day. So instead of taking a nap, try doing some homework to get a head start.

Get Organized

When you are organized it makes your day go by a lot easier. You know where your homework is located, you know where your books are, you are organized and do not have to stress about where things are. Being organized means it is less likely for you to lose track of your work.

Planning

When you have a planner or a calendar it makes it a lot easier for you to plan out your weeks. You can plan when you are going to have free time, when you are meeting with your group, etc. You are able to plan your days and not let things overlap. When you plan you know what your day has in store.

Stress Management

When you are managing your time you also have to manage your stress. When managing your time it is easy to schedule so much every day that you don't make time for yourself. Stress builds up. So while you are managing your time with classes, etc., make sure you are relieving stress in your free time.

Priorities

Each day try to do what is more important. For instance, if you have an essay due tomorrow but your friends want to go out and eat and go bowling, which should you do? Figure out what is important to lead you to success, then after you finish your priorities for the day you can have some free time.

Know Yourself

Nobody knows you better than you do. So, if you have a research paper to write and you know that you are not good at writing essays or doing research, allow yourself some more time than usual to write your paper. Getting started early means you will have time to put your best effort into it.

Sleep and Health

Sleeping and your health are very important. If you are not sleeping or eating right you will not be able to achieve what you would like to each day. Your health is the most important, so make sure you are eating right and sleeping well at night. Take care of you and then you will successfully be able to do your school work.

Breaking Down My Week

One way to reduce stress and be more productive is to determine what you want to focus on, break down those larger goals into realistic tasks, and know which tasks are most urgent.

TO DO

Monday

Tuesday

Wednesday

Thursday

Friday

Good things of the week

Errands

Call/Email

Notes