

Time Management

Study Skills Workshop
Academic Support Center
NMSU-A

Agenda

- Time Management Survey
- Reasons for Lack of Organization/Time Mgmt.
- Benefits of Being Organized
- Time Management Intro, Strategies and Tips and 25 Ways to Get the Most Out of Now (Handouts)
- Discovery
- Personal plan
- Survey Completion

Time Management Survey

Sample

- How many hours do you sleep per week? 49
- How many hours do you work per week? 20
- How many hours do you go to school per week? 15
- How many hours do you spend eating per week?
 $3 \times 1 \times 7 = 21$
- How many hours do you spend having fun and watching TV per week? 14
- How many hours do you spend doing other things such as cleaning, washing clothes, etc.? 5

Total: 124 hours

How many hours are left over each week? 44

Reasons for Lack of Organization and Poor Time Management

- What are the reasons that you think students have poor time management?
- Overloaded
- Procrastination
- No system in place
- Habit/Learned

Benefits of Getting Organized and Managing Your Time

- What are the benefits of good time management?
- Getting more done
- Doing a quality job
- Lower stress level
- Feeling in control
- Better chance of success

Discovery

- List five times during the past year when you rushed to finish a project or when you did not find time for an activity that was important to you.
- Now preview the time management tips and handouts. Look for five ideas that could help you avoid such situations in the future.

Personal Plan

- Use strategies for scheduling
 - Include time for errands
 - Schedule time for fun
 - Set realistic goals
 - Allow flexibility in your schedule
 - Study two hours for every hour in class
 - Avoid scheduling marathon study sessions
 - Set clear starting and stopping times
 - Plan for the unplanned

Personal Plan (cont.)

- **Strategies for Long-Term Planning**
 - State your goals effectively
 - Remember the difference between measurements and values
 - Work backward, for the future to the present
 - Write out your plan
 - Be willing to act- even if the plan is not complete
 - Just open your mouth and talk planning
 - Remember to remember

Managing Your Time Workshop

Thank you for attending our student success workshop. Please take a few moments to fill out the survey and return it to your facilitator before you leave.

For more information on study skill topics, please visit the
Academic Support Center

(Building



for Student Success)