

Common Time Wasters of College Students:

- 🕒 Sleeping
- 🕒 Cell Phone Use
- 🕒 Lack Of Organization
- 🕒 Spreading Gossip
- 🕒 Instant Messaging/Internet Use
- 🕒 TV/Playing Video Games
- 🕒 Lack Of Motivation
- 🕒 Inability To Say "No"
- 🕒 Attempting To Do Too Much
- 🕒 Socializing Too Much



How are you spending your 168 hours a week?

Try using this formula to see by
changing it to fit your schedule:

- _____ hours of sleep each night X 7 =
- _____ hours personal care each day X 7 =
- _____ hours to eat each day X 7 =
- _____ hours spent in classes each week =
- _____ hours study time each week =
- _____ hours spent at work & meetings =
- _____ hours spent recreationally =

Time Management Resources

For more information about Time Management check out the
following books available in the
Involvement Office:

Beat Procrastination and Make the
Grade: The Six Styles of Procrastination
and How Students Can Overcome Them
By Linda Sapadin & Jack Maguire



Eat That Frog! 21 Great Ways to Stop
Procrastinating and Get More Done in Less Time
By Brian Tracy

The 7 Habits of Highly Effective People
By Stephen R. Covey

Check out these websites:

Department of Student Activities-
www.studentactivities.uconn.edu

University at Buffalo-
<http://ub-counseling.buffalo.edu/studytime.shtml>

Virginia Tech-
<http://ub-counseling.buffalo.edu/studytime.shtml>

Visit the Involvement Office for information on more
topics such as:

Officer Transition Conflict Resolution
Parliamentary Procedure
Recruiting Members Motivating Members
Event Planning

Leadership Programs

Department of Student Activities
Division of Student Affairs
University of Connecticut
Student Union Room 302
486-6588
www.leadership.uconn.edu

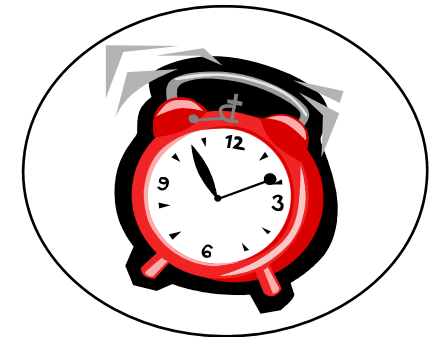


University of Connecticut

Department of Student Activities

Involvement Office

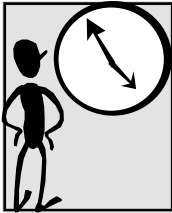
**Time
Management**



**How can you effectively
manage your time?**

Time Management The BIG Three

Time Management is a personal skill; only you know your peak hours, attention span, sleeping and eating needs, and limitations. Learning effective time management skills can help you throughout your personal life and during your academic career. Utilizing **The Big Three** is a step in the right direction.



1. **Organization**

It's not important or necessary to plan out every minute of each day. Simply create a list of what you need to accomplish. Some people like to create a list in 5 or 7 day groupings so they can plan for projects and get a sense of the week ahead. Find out what works best for you by experimenting with different approaches. By maintaining a list that fits into your schedule, you're likely to remember and plan for all that you need to accomplish.

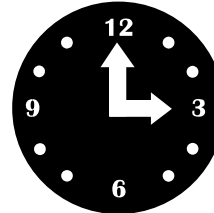
2. **Prioritization**

Once you have created your "To Do" list, you can rank each item by priority with the tasks you want or need to accomplish at the top and the least important tasks at the bottom. This will keep you on track for completing the important tasks on time and allow you the flexibility needed to get the other not so important tasks completed later on.



3. **Scheduling**

The final step is to take the list you have created with a ranking of your priorities and work them into your daily schedule. Be sure to create a schedule that is realistic and easy to follow and stick to it. Observe how you spend your time with the schedule and make adjustments as needed. Take note of what is working and continue utilizing those time management techniques.



Why Do We Procrastinate?

"No one else will be on time."



"I'll just watch 15 more minutes of TV."

"One more day won't make a difference."

"I work best under pressure."

We tend to put tasks off for a variety of reasons. Perhaps the task is difficult and we do not know where to start or it's a task we just do not find enjoyable. Many people procrastinate because they believe they work best under pressure. Others believe they only have to put in enough energy and effort to get by while others just can't seem to say no and take on far more than they can handle. At one time or another we have all procrastinated. Sometimes, procrastination can be effective but the key is to recognize when putting off a project and doing something else is a good time management strategy.