STARS: S T A R S

TIME MANAGEMENT

Time management allows you to put choice and control into your life. Some students say that they can't keep a time schedule because it's too confining. They feel like their life should be more spontaneous and free. Other students have wasted their money on expensive day runners and calendars only to find that they feel guilty about not using them and not sticking to a schedule, so they avoid thinking about time management altogether.

The sad truth is: if you don't plan a schedule, you will find that you have less freedom in the end--and eventually your time will get planned for you. You will find yourself in the trap of having to do some project the night before it's due whether you want to or not. In other words, the task controls you instead of the other way around! The benefits of planning your week are that it frees you from worry (a major waste of time) and lets you be creative and choose what you want to do and when you want do it.

<u>24-Hour Time Manager:</u>

1. The Time Manager, available in the Academic Resource Center, was specially designed for Whitman College students. This grid has 24 one-hour blocks of time in each day so that you can manage your days and nights. (Many planner grids and calendars are designed for business people so they only print 12 hours in each day, and sometimes leave out the weekends.) First, block out enough hours each night for sleep. Then fill in your classes, your work schedule, meals, and any other set commitments. You will use the same Time Manager for the whole semester, so don't list activities that aren't a regular part of your weekly schedule.

2. Now, look at the hours you left blank in each day. These are the blocks of time that you will manage. You now need to decide when you will study and when you will socialize. See the STARS sheet on setting goals for tips on how to divide your homework into daily assignments. Your job is to figure out when you will do each task. Look at your syllabus to figure out what you must do and look at your Time Manager grid to see where you have the time to do it.

3. So that you don't have to fill out a new grid every week, don't write your daily assignments on the Time Manager. In the space below each day, stick a pad of about 30 post-it notes. This is where you will create a simple "to do" list for that day. After you make your list you can peel it off and take it with you. You don't have to carry around a heavy planner or calendar.

Time Management Tips:

- ☆ At least eight hours of sleep each night is crucial for maintaining a healthy brain.
- ☆ Try to start tasks that require critical thinking and problem solving in the morning or during daylight.
- ☆ For optimal effectiveness, break up big projects into 1-hour blocks of time.
- ☆ Study breaks keep you from getting burned out. Be creative and coordinate your breaks with your friends.
- ☆ Don't be afraid to use small bits of time. Read for 15 minutes before a class or lab, and try to schedule time after a class to re-organize your notes.
- ☆ Front-load your week. Try to get most of your work done before Thursday, to balance the natural tendency to put everything off until the weekend.
- ☆ Note how you waste time so that you can recognize and avoid procrastination.