

# It's Your Time . . . . Manage It!

Office of Student Rights  
& Responsibilities



CARE Program

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In cooperation with:  
the Office of Human Resources



# Time Management Myths

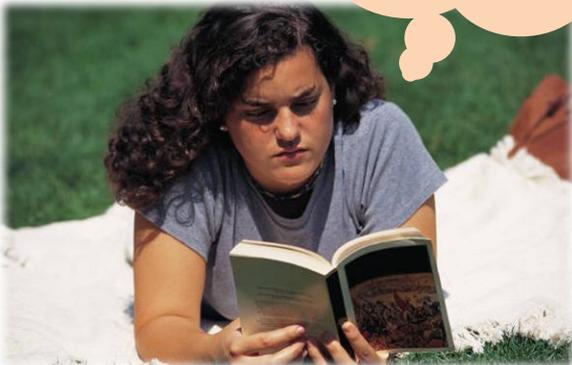
It takes all the fun out of life!



Time management?  
I work better under pressure.



No matter what I do, I won't have enough time!



Time management is nothing but common sense. I do well in school, so I must be managing my time effectively.



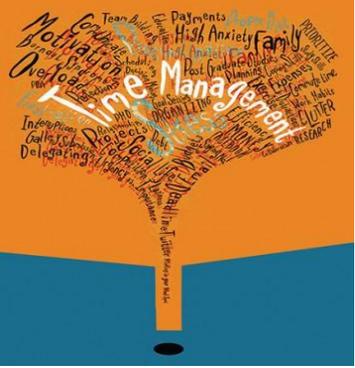
# Time is a Non Renewable Resource

Once it is gone, it is gone.

You will never see this moment again.







# What's your "LQ"?

(Leisure Quotient)

● Sometimes we just don't realize how much time we spent in non productive ways.

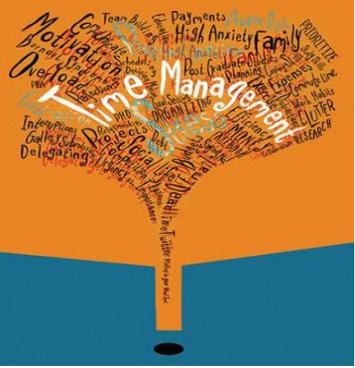
● Here are some examples of leisure:

- Visiting between classes
- Listening to CD's
- Watching tv
- Daydreaming

● What others can you think of?

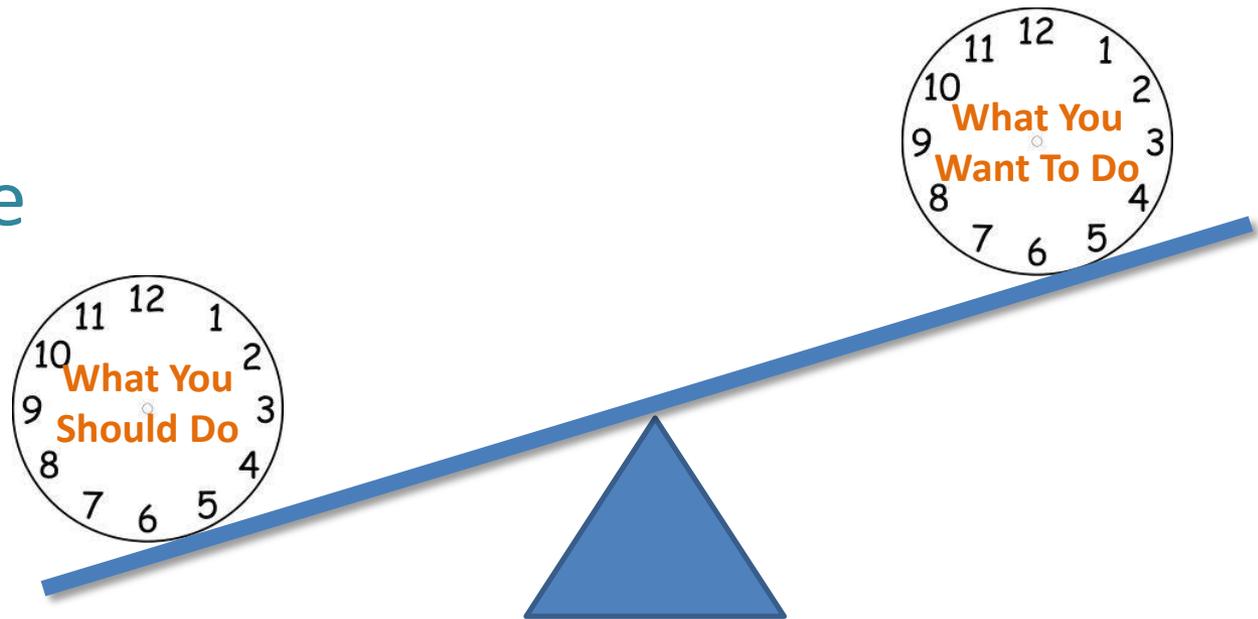


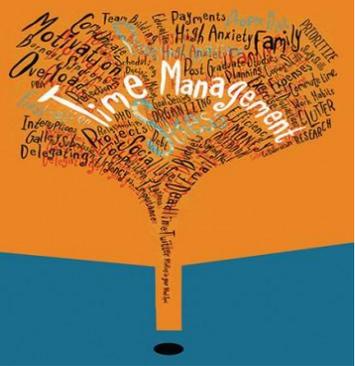




# Find Your Balance

- Find balance between:
  - Academic schedule
  - Social life
  - Time alone





# It All Starts With Your Schedule

Calendar - Eugene.Swilkey@stockton.edu - Microsoft Outlook

Calendar Tools Appointment Series

Show As: Busy Recurrence Private High Importance Low Importance

Reminder: 15 minutes Categorize Tags

February 27 28 29 30 31  
Su Mo Tu We Th  
3 4 5 6 7  
10 11 12 13 14  
17 18 19 20 21  
24 25 26 27 28  
3 4 5 6 7

March 2013

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Feb 24 25 26 27 28 Mar 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 Apr 1 2 3 4 5 6

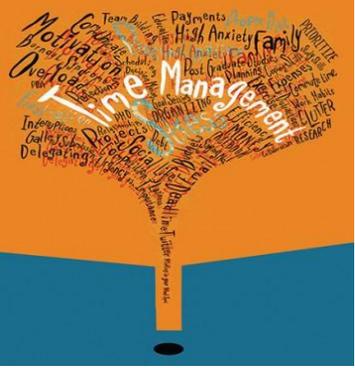
Classes

Part Time Job

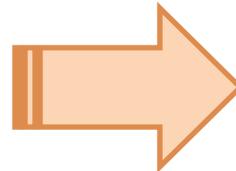
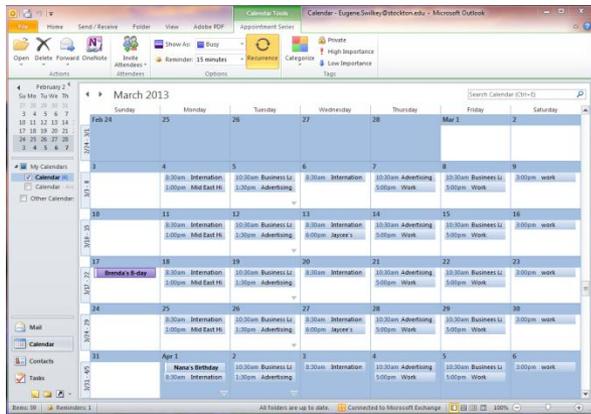
Other Commitments

Items: 59 Reminders: 1 All folders are up to date. Connected to Microsoft Exchange

- Use any format that works
- Set-up at beginning of semester
- Review regularly



# It All Starts With Your Schedule



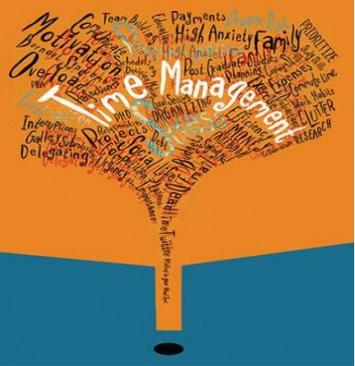












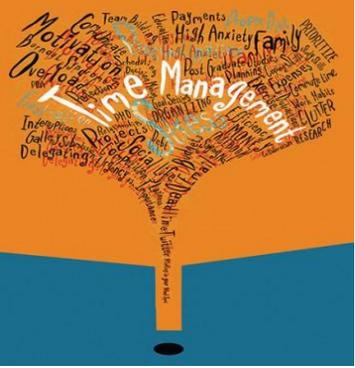
# Am I Working My “A’s” Off?

## The 80/20 Rule

In any list of tasks, 80% of the importance lies in 20% of the list.



Note: Economist Vilfredo Pareto identified the 80/20 Rule in 1906



# Am I Working My “A’s” Off or Do I Have “C” Fever?

## “A” LIST

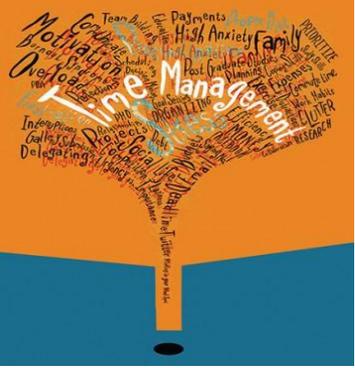
- 1 *Midterm test that counts for 50% of grade.*
- 2 *Write a eight page essay for English.*

## “B” LIST

- 3 Prepare for a quiz in Biology.
- 4 Schedule an appointment with a Professor.
- 5 Complete a journal entry.

## “C” LIST

- 6 Buy laundry detergent.
- 7 Dust the videos on the bookcase.
- 8 Email a high school friend on another campus.
- 9 Shop for a new pair of athletic shoes.
- 10 “Armor-al” the dashboard of the car.



# “C” Fever

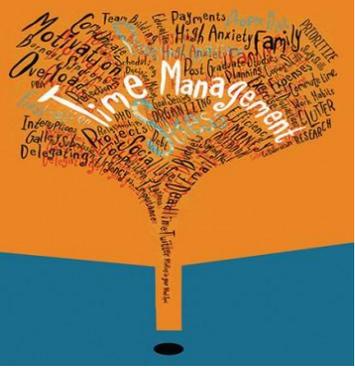
Have you ever noticed?

→ That the DVD’s must be alphabetized before you can settle into reviewing for a test.

→ That the rumpled pile of clothes left in the corner since Thursday night just has to get folded and put away before you can start that English essay.

If so, you may be suffering from “C” Fever

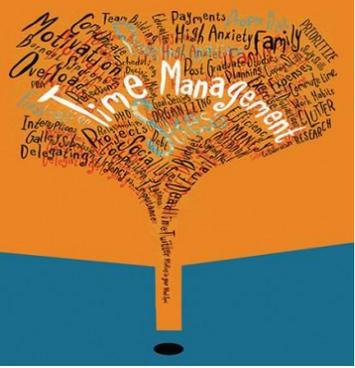




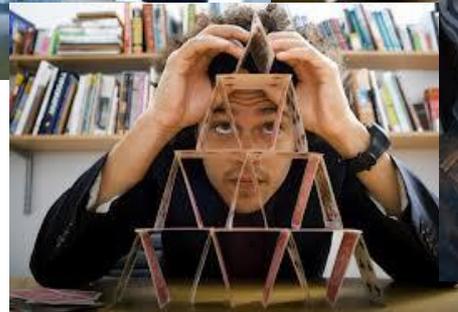
As the poet Edward Young once said, “Procrastination is the thief of time.”



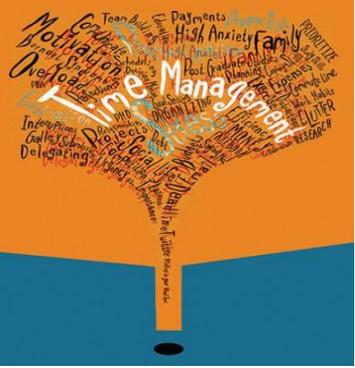




# Are You a Procrastinator?

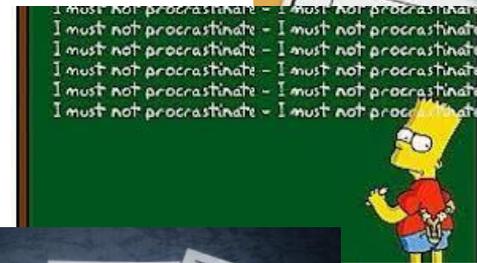


- It is estimated that 80%-95% of college students engage in procrastination
- Approximately 75% consider themselves procrastinators

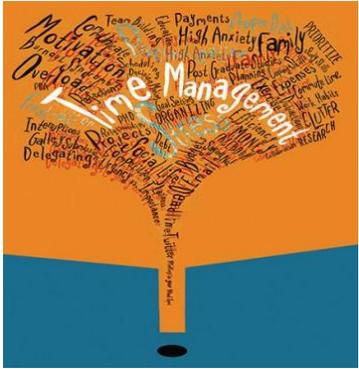


# Why Do We Procrastinate?

- Don't know where to start
- To avoid an unpleasant task
- Waiting for more information
- Fear of failure
- Lack of interest
- Too many distractions
- No sense of priorities
- Seems too difficult
- Need to be perfect





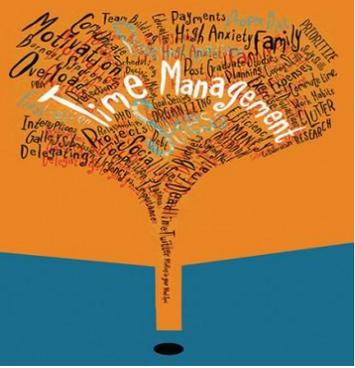


# Is The Jar Full?

- Stephen Covey in his book, *First Things First*, shares the following story experienced by one of his associates:

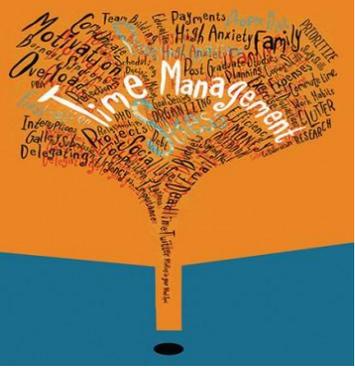
I attended a seminar once where the instructor was lecturing on time. At one point, he said, "Okay, time for a quiz." He reached under the table and pulled out a wide-mouthed gallon jar. He set it on the table next to a platter with some fist-sized rocks on it. "How many of these rocks do you think we can get in the jar?" he asked.





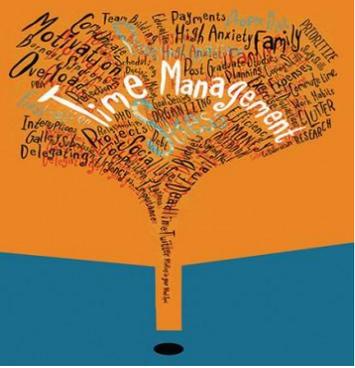
•After we made our guess, he said, "Okay. Let's find out." He set one rock in the jar . . . then another . . . then another. I don't remember how many he got in, but he got the jar full. Then he asked, "Is this jar full?" Everyone looked at the rocks and said, "Yes."





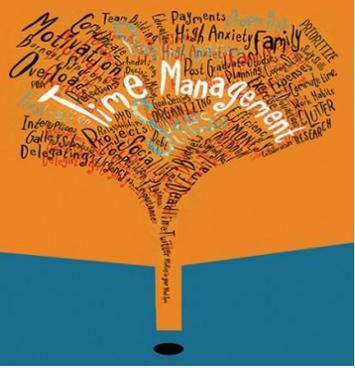
•Then he said, "Ahhh" He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar and the gravel went in all the little spaces left by the big rocks. Then he grinned and said once more, "Is the jar full?"





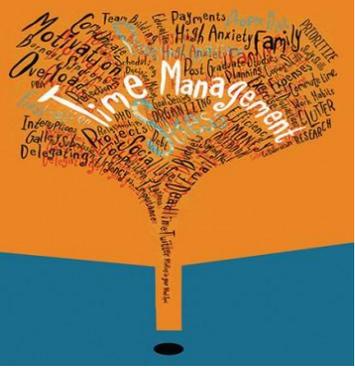
• By this time the class was on to him. "Probably not," we said. "Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand in and it went into all of the little spaces left by the rocks and the gravel. Once more he looked and said, "Is this jar full?" "No!" we roared.





• He said, "Good!" and he grabbed a pitcher of water and began to pour it in. He got something like a quart of water in that jar. Then he said, " Well, what's the point?" Somebody said, "Well, there are gaps, and if you work really hard you can always fit some more things into your life."



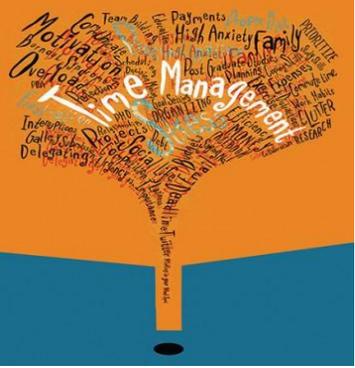


"No," he said, "that's not really the point."

The point is this:

**Put the  
Big Rocks  
in First**





# Wrapping Up

- Know your schedule
- Make your To Do List daily
- Be specific about tasks & obligations
- Prioritize
- Plan for down time
- Watch your “LQ”
- Review & revise
- Take care of the Big ROCKS

