

# 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

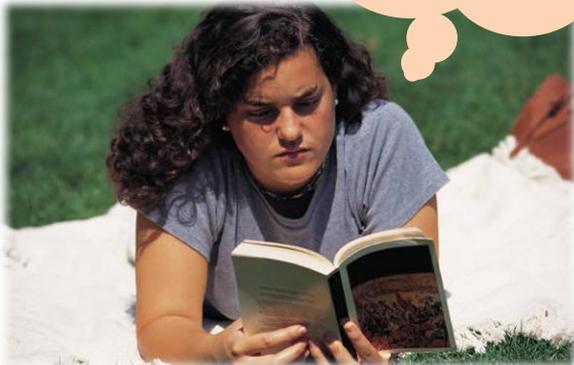
It takes all the fun out of life!



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.

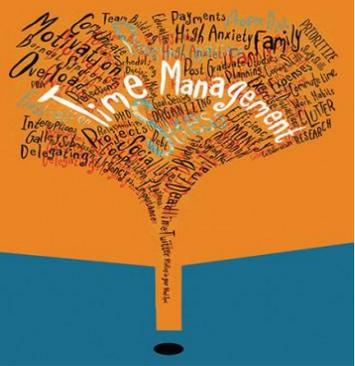
You will never see this moment again.







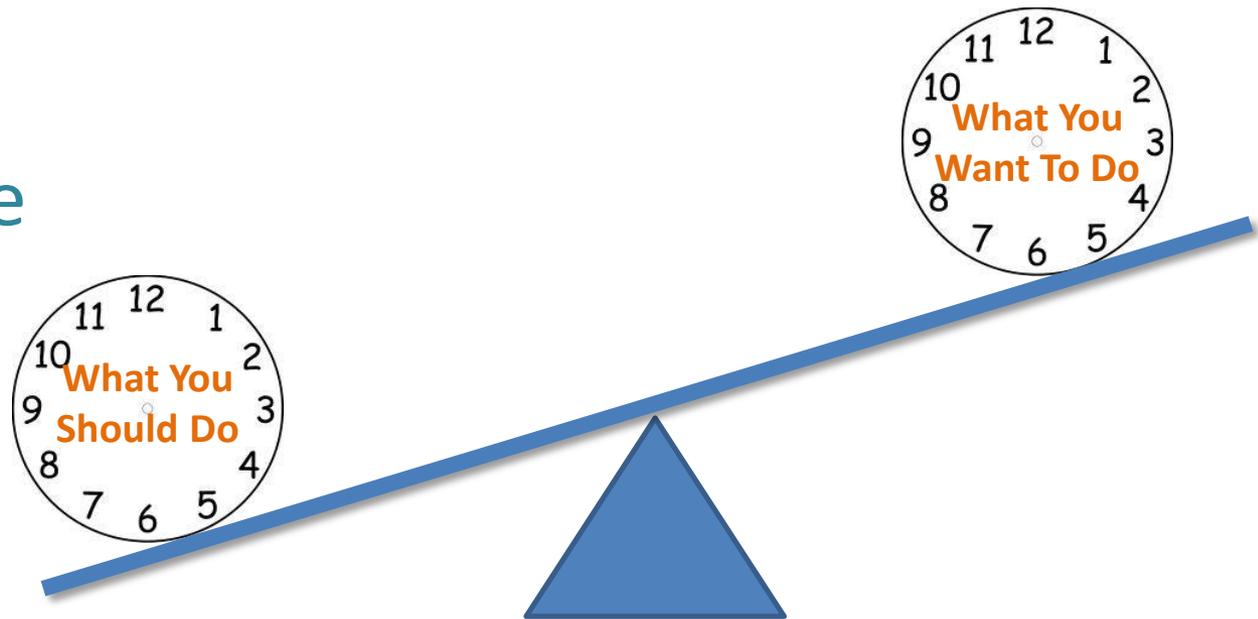


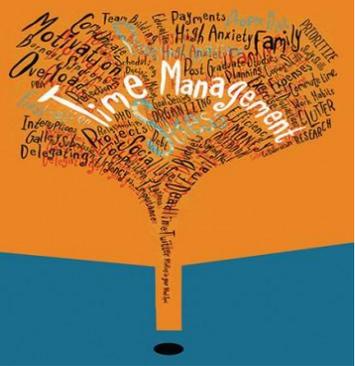


# Find Your Balance

● 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

8:30am Internation  
1:00pm Mid East Hi

10:30am Business La  
1:30pm Advertising

8:30am Internation  
6:00pm Jaycee's

10:30am Advertising  
5:00pm Work

10:30am Business La  
5:00pm Work

3:00pm work

Brenda's B-day

Nana's Birthday

Classes

Part Time Job

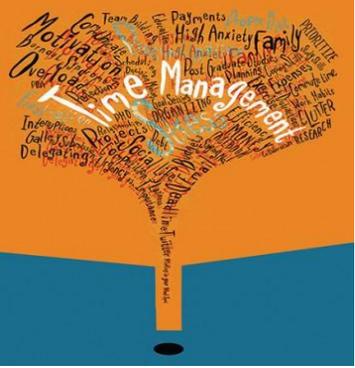
Other Commitments

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

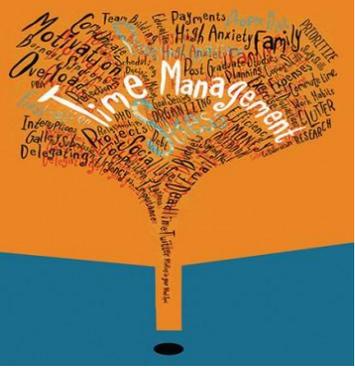




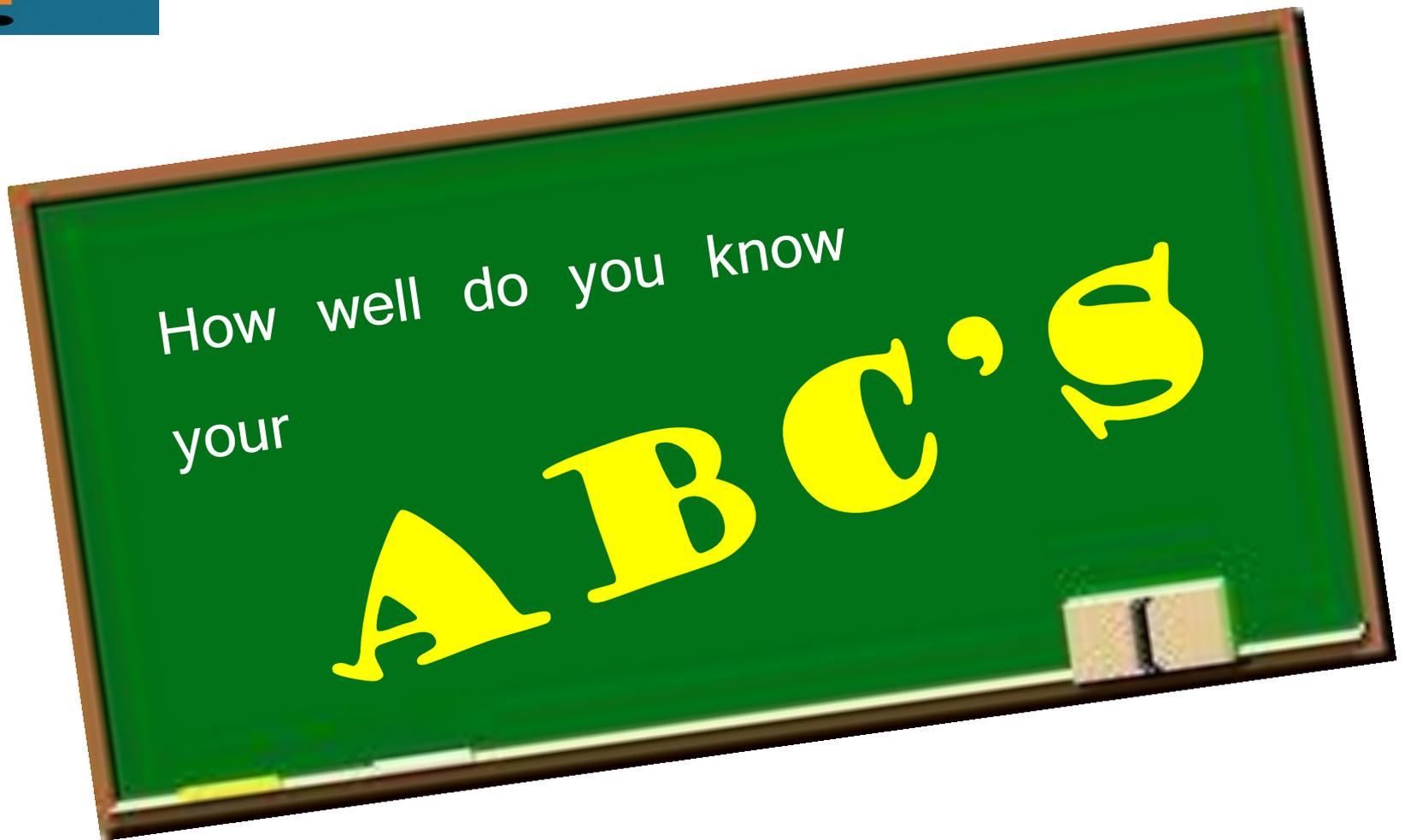


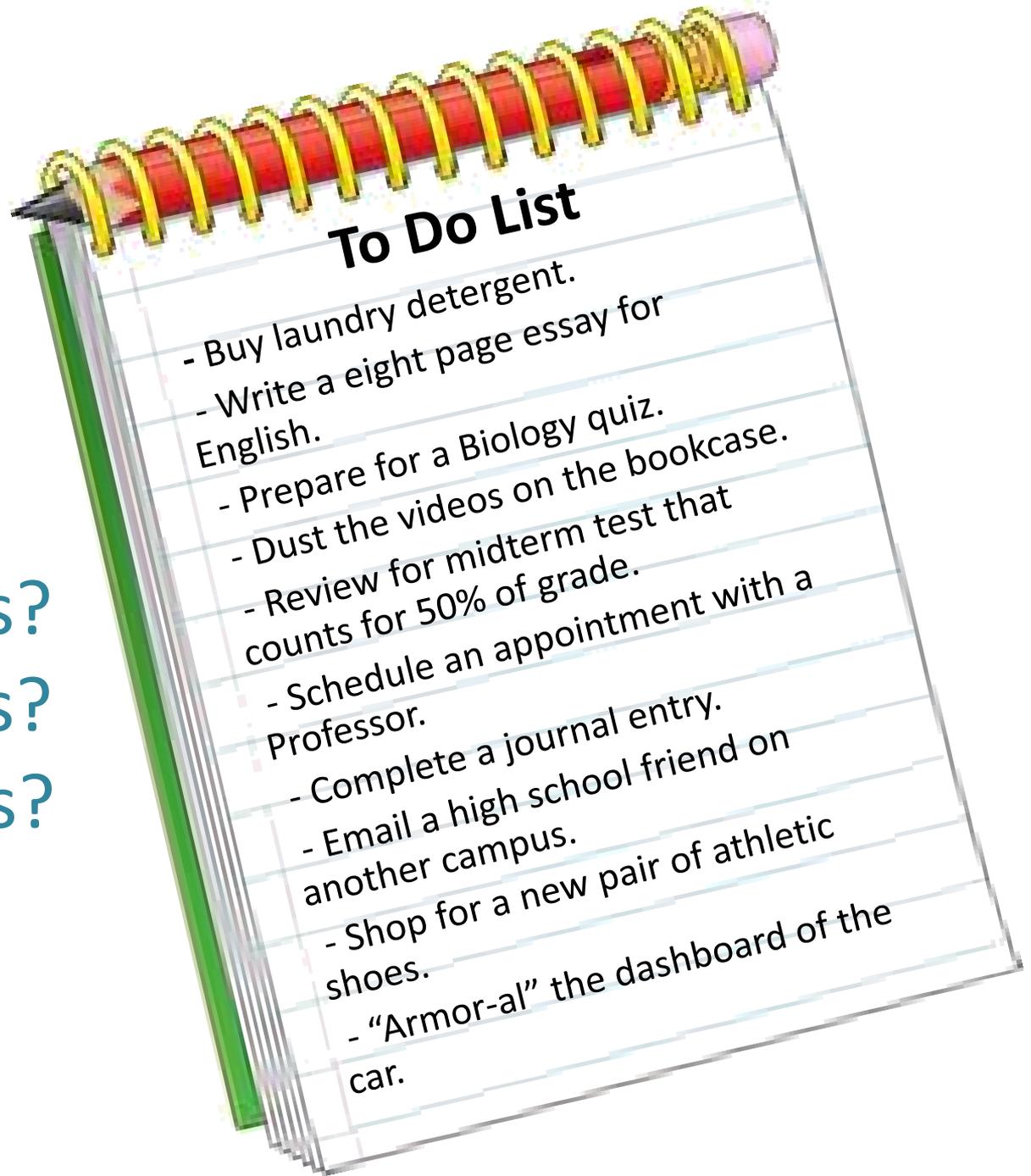
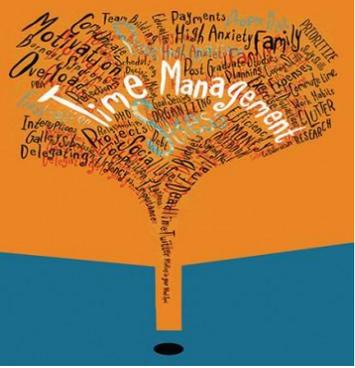
# Your “To Do” List

- Make your “To Do” List at the same time each day
- Use a format you’re comfortable with
- Fill in preset, mandatory tasks/activities
  - Classes
  - Work
  - Co-curricular activities
  - Dr’s appointments, etc.
- Note discretionary tasks/activities
  - Social events
  - Personal tasks (laundry, etc.)
- Prioritize tasks in terms of importance & urgency
  - Use A,B,C method
  - A = important & urgent
  - B = either important or urgent
  - C = neither important or urgent at this time
  - Keep an eye on “C’s”



# Prioritize, Prioritize. . . .





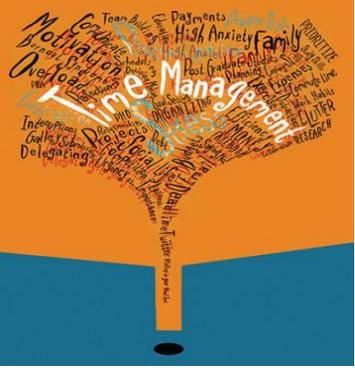
Which are A's?  
Which are B's?  
Which are C's?



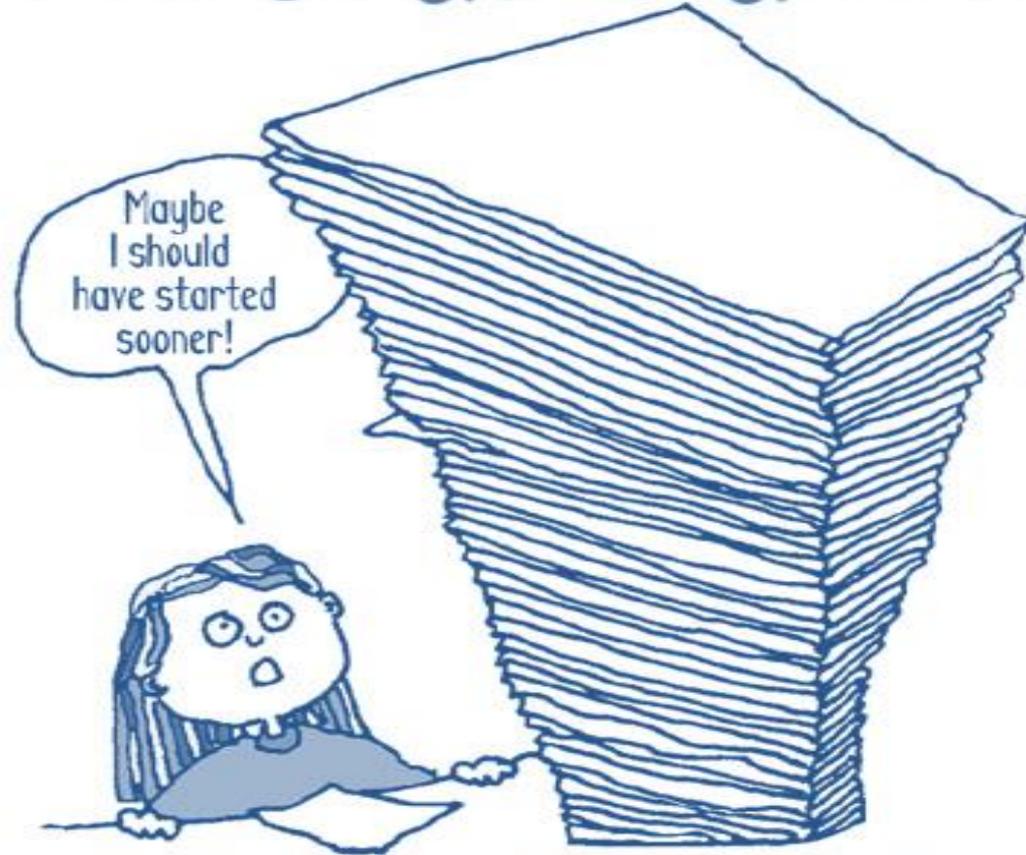








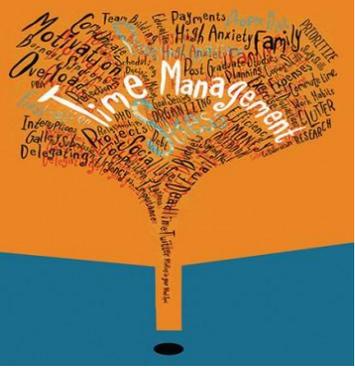
# Procrastination



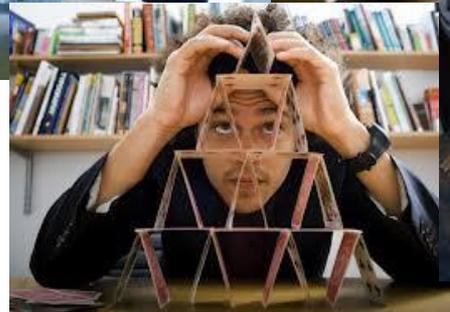
the longer you wait the worse it gets



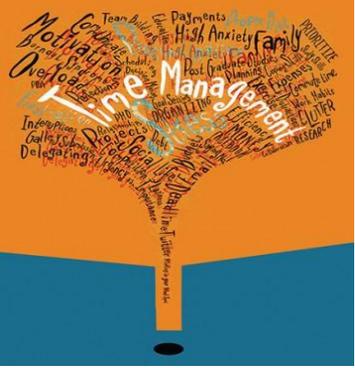




# Are You a Procrastinator?

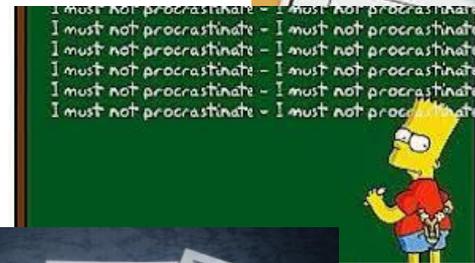


- It is estimated that 80%-95% of college students engage in procrastination
- Approximately 75% consider themselves procrastinators

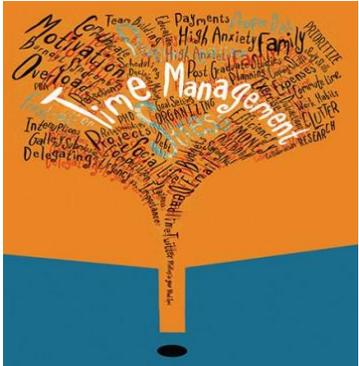


# Why Do We Procrastinate?

- 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





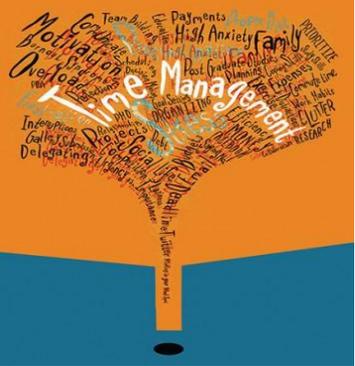


# Is The Jar Full?

- 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.



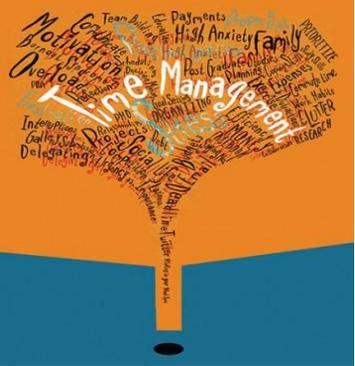


•After we made our guess, he said, "Okay. Let's find out." He set one rock in the jar . . . then another . . . then another. I don't remember how many he got in, but he got the jar full. Then he asked, "Is this jar full?" Everyone looked at the rocks and said, "Yes."



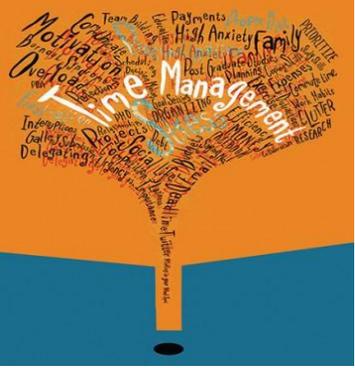






• He said, "Good!" and he grabbed a pitcher of water and began to pour it in. He got something like a quart of water in that jar. Then he said, " Well, what's the point?" Somebody said, "Well, there are gaps, and if you work really hard you can always fit some more things into your life."



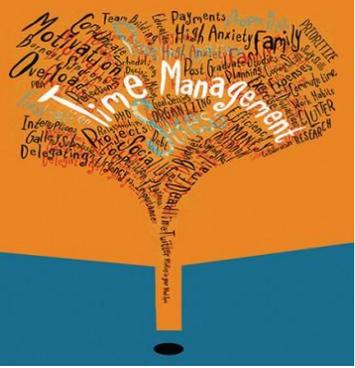


"No," he said, "that's not really the point."

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

