Time Management

Why Time Management?
- More homework and studying outside of class is required in college (2hrs per credit hour per week)
- Developing time management now can help in your future career

Weekly Planning:
- Schedule fixed blocks of time (class, work, etc.)
- Schedule flexible blocks of time
- Leave some unscheduled time every day

Semester/ Monthly Planning:
- Use your personal planner, a monthly calendar posted in your room, online tools such as Outlook or Google to mark dates listed in your syllabuses

Remember:
- Time is an equal opportunity commodity: everyone has 165 hours in a week
- It is up to us to get the most out of the time we are given
- No one will manage your time for you

To-do:
Most Important:
- Go to class- 9:30;
  11:30; 12:30
- Pay Phone bill- 10:30
Moderately Important:
- Read Soc Chapter 3
- Do laundry
Least Important:
- Think of English essay topic
**Organize Your Days:**

- Set realistic goals for study time
- Use waiting time well
- Know the best times to study
- Control distractions
- Learn to say “no”
- Avoid multitasking
- Be flexible
- Adjust your schedule if you have overextended yourself

**Tips for Time Management**

**Make use of the dead hours between classes**
The more you study during the day, the more time you’ll have at night for other activities.

**Prioritize tasks**
Create “to do lists.” Determine which tasks are most pressing and time consuming, and which can be put off until later. Focus on one task at a time. When a task is done, cross it off your list.

**Complete all assignments early**
Early completion of assignments allows time for revisions and improvements, and it reduces the likelihood of last minute, “all-nighters.”

**Combine tasks**
Study while doing laundry or other mundane tasks. Listen to course podcast while driving, jogging, or working out.

**Assess Yourself:**

**Agree? Disagree? Don’t know?**
- I set academic & personal goals to guide how I prioritize my time.
- I can focus on the task at hand.
- I use a planner, to-do lists, or other planning devices.
- I intend to join at least one campus group or organization in my first year.

**Did you know that it takes a minimum of 21 days to create a habit?**

Check off your habits and timewasters:
- Netflix/Amazon/Hulu/TV
- Social Media
- Naps
- Socializing
- Gaming
- Other

By knowing how you waste time, you increase your awareness and may be able to catch yourself in the act.

* Each of these can be used as a stress release rather than a timewaster if used in moderation.

**Resources & Tutoring Centers on Campus**

- **Academic & Career Development Center (ACDC)**
  402-554-3672 | EAB 115
- **Criss Library**
  402-554-2361
- **Math & Science Learning Center**
  402-554-3643 | DSC 107
- **Multicultural Affairs**
  402-554-2248 | MBSC 112
- **Speech Center**
  402-554-3201 | ASH 185
- **Writing Center**
  402-554-2946 | ASH 150

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**Academic and Career Development Center | 402.554.3672 | acdc@unomaha.edu**