

Tips for Success

◆ Peak Times

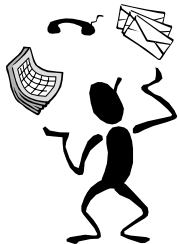
Everybody has times during the day or night when they function better. You have to know yourself. If you're sluggish in the morning, but active at night, then plan your work time during the night. You will finish faster AND learn more. If you're a morning person, then schedule in time for when you wake up.

◆ Place to Study or Complete Projects

Interruptions are one of the biggest impediments to better time management. Find a place that is quiet so that you won't be disturbed or distracted.

◆ Time for Yourself

Take the time to eat properly, exercise, get enough rest, and have some fun!!!



86,400

(Seconds you have in a day)



- ◆ Schedule it
- ◆ Protect it
- ◆ Respect it

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University at Buffalo

TIME MANAGEMENT



Overwhelmed by classes, involvement in campus activities, a job, etc.? How do you keep it all together?

Learn some techniques that you can use today to make your tomorrow easier to manage.

student *life*



TIME MANAGEMENT



STOP

&

Think...



What is one activity that you wish you could do more, but never have time to do?

Want to get control of your time? Pick a few days or a week to keep track of how you spend your time, and answer the following questions. Then take some action!

1. When do I use my time well?
2. When do I waste time?
3. What am I doing that could be done by someone else?
4. What am I not doing that I should be doing?
5. What tasks have I done that weren't really important to my position/work/personal life?
6. How do others contribute to my inefficient time management?
7. What are my best times for getting work done?

Time Management Tips

- Determine what your “time wasters” are: TV, AIM, Internet, etc.
- Exercise regularly. It will give you energy and discipline yourself to “just do it.”
- Don’t concentrate on “managing time”. DO concentrate on “managing projects.”
- To manage projects, use “DSD”
 - Divide big tasks into smaller tasks.
 - Schedule the small tasks.
 - Do them at that time.
- Do first things first—Do what’s important before it becomes urgent.
- Establish long-term goals that will help determine your daily priorities.
- Get started -

NOW!

Time Management Assessment

Rate each statement with a 1, 2, or 3. Total the columns and record it on the bottom line. Then, add the three columns to get your total score.

1– This rarely describes me

2– This sometimes describes me

3– This often describes me

	<u>R</u>	<u>S</u>	<u>O</u>
I arrive for class early and have my notebook ready for class.	1	2	3
I arrive for appointments a few minutes early.	1	2	3
I study for exams in small increments over a period of weeks.	1	2	3
I give myself a break after completing goals.	1	2	3
I don't let my job take priority over my education.	1	2	3
I stay focused on the class topic rather than letting my mind wander.	1	2	3
I find ways to make learning relaxing, even if it is challenging.	1	2	3
When I have studying to do, I say “no” to friends who want to party.	1	2	3
I don't mentally pack up in the last few minutes of class.	1	2	3
I set goals for myself and adapt them to the needs of each day.	1	2	3

TOTAL: _____

25-30: You manage your time well

17-24: Your time management skills could improve

10-16: You need to change your time management style