

# **Where does the time go?**

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**Workshop**  
**Effective Time Management**  
Fall 2008 - Career Services and Internships

# **Congratulations!**

## **You made it to College!**

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- Your first thoughts probably were:
  - Wow, there's so much to see and do. I have to get ready for classes but I want to find out where all the parties are, too!
  - Hey, I'm excited to be here, but what the heck am I supposed to do now?
  - I'm scared out of my mind. Please help me!
  - Where's the bathroom?

## **Now You're Probably Thinking:**

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- I'll never get it all done!
- There's too much reading required!
- I want to join a student organization, but I'm afraid it will take too much time.
- High school was so easy ... but, now ...

## **Top ten issues identified by first-year students in order of importance**

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- Personal responsibility
- Class attendance
- Teacher attitudes
- Types of assignments
- Importance of performance
- Time management
- Amount of study
- Size of school/classes
- Difficulty of college work
- Social life

# Self-Assessment

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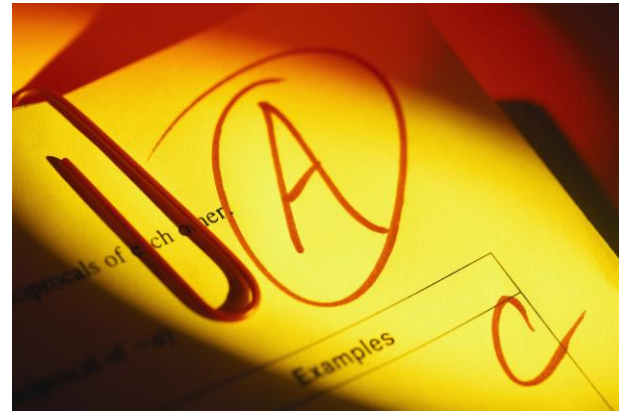
- How do I use my time?
- How many hours in a day?



# Setting Goals

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- Long-term
  - To graduate in four years
  - To make good grades
  - To prepare for grad school  
or a satisfying career
- Short-term
  - Pass that history test tomorrow
  - Make it to Mid-term Break
    - One week at a time
    - One day at a time



# How do I Reach my Goal?

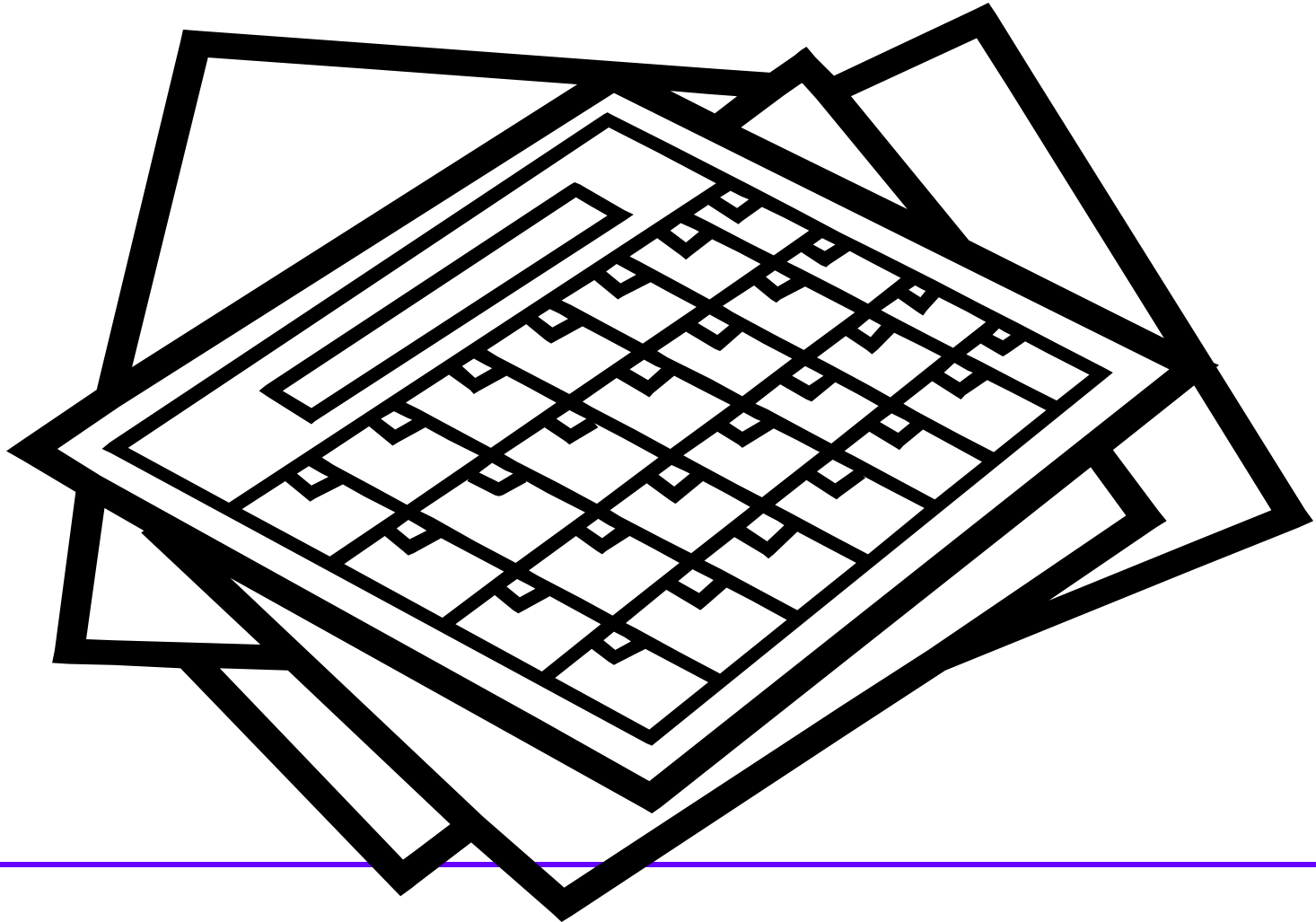
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- Be Realistic
  - SWOT Analysis
    - Strengths, Weaknesses, Opportunities, Threats
- Utilize Effective Time Management
  - Accomplish more
  - More free time
  - Avoids procrastination
  - Provides more balance



**Keep a Calendar!**

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# How to Manage your Calendar

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- Record important items:
  - Class time
  - Study time
  - Test dates and project deadlines
  - Personal - sleep, eat, shower, errands
  - Play time
  - Quiet time
- Make a “TO DO” List

# Things I've Gotta' Do Today (column on calendar)

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- Hair Cut
- Return book to Library
- Study for Math test
- 3:00 – Meet Suzie - Walmart
- Birthday card for Uncle Joe



# The Three Keys to Effective Time Management

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## ● **Prioritize**

- Determine what is most important:
  - things you value
  - goals you want to reach
    - Why do these things matter?
- Things that mean the most to you are the things you spent the most time on.

## ● **Plan Ahead**

- Utilize your calendar!
  - Long-term
  - Short-term
  - Daily

## ● **Perform**

- Just do it! Use your time wisely!

# Time Management Tips

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- Work before play
- Just do it!
- Neat work area promotes focus
- Tackle hardest job (subject) first
- Divide task into segments
  - you can't eat an elephant all at one time
- Study in 50-minute increments
- A ten-minute break will aid concentration
- Reward yourself for a job well done!

[Return to Career Services Website](#)