Tick Tock: Where is My TIME!

TRIO STUDENT SUPPORT SERVICES
FALL 2015
TIME MANAGEMENT WORKSHOP
Until we can manage time, we can manage nothing else.

~Peter F. Drucker
How Much Time Do I Have

- 24 hours in a day
- 168 hours in a week
  - 2,184 hours in a 13 week semester!
- 8,736 hours in a year
- 87,360 hours in a decade
Prioritizing Your Time

- Realize your personal values
- Define what is important to you
- Prioritize those important tasks
- Clearly define the goals you want to accomplish
- Create rewards for completing those goals within the time frame you set up
Effective Time Management Tools

Personalize your time management tools and use what works for you!

- Daily To Do Lists
- Semester Calendars
- Daily Agendas
- Planners
- Cell Phones (not to be used in class!)
Effective Time Management Tools

Free Apps

- Remember The Milk
- Evernote
- Timeful
- Listastic
- Finish
- Super Notes
- Google Keep
Time Management Reminders

- Time management is an ongoing task
- Flexibility is key in a successful schedule
- Make out daily & weekly schedules
- Map out long term (semester/yearly) schedules
- Prioritize...Prioritize...Prioritize
- Update your schedule to include changes
Scheduling: The Essentials

Essentials MUST get done! Put at the top of your daily to-do list.

1. Eating
2. Sleeping
3. Personal care & upkeep
4. Classes
5. Studying
6. Work
7. Family duties/child care
Scheduling: Planning

Look at your class syllabus for EACH class - Include class assignments, due dates, exam dates, and paper/project deadlines. Also include:

- Class times
- Meetings and Workshops
- Work Schedule
- Family Responsibilities
- Study Time
- Personal Time
Scheduling: Things to Remember

Things to remember when planning your schedule:

1. At what time do I study best?
2. What fun activities do I want to do this week? Month?
3. Plan to plan my next schedule?
4. Is my schedule flexible enough to handle unexpected events or activities?
5. Is my schedule realistic?
6. Am I overscheduled?
Scheduling: The Benefits

- Increased Motivation
- Better professional and personal relationships
- Increased free time to try new things
- Improve Self-esteem and feelings of accomplishment
- Reduces Stress
- Increases Productivity
- More time for things you want to do
- Better grades
Procrastination: The Effects

- Increased Stress & Frustration
- Lower grades
- Quality of work decreases
- Less time to do things that are important to you
- Possibly forgetting important tasks & assignments
- Reduced feelings of accomplishment and self-esteem
One Last Thing...

Complete the TRiO SSS Time Management Quiz, turn it in at the front desk, and receive your FREE 2015-2016 MTSU planner.

Get Planning!

Best of luck this year!

Melissa, Julia, Madison, & Sarah