

SCHEDULING YOUR WEEK:

1st Record class and lab times in appropriate day/hour blocks on a time schedule sheet.

2nd Record meal times.



3rd Record all regularly scheduled personal activities such as meetings, employment, rehearsals, and athletics.

4th Record any special activities you need to do or want to do on a regular basis.

5th Block off ‘preview/warm-up’ time prior to all those events/commitments so you allow yourself time to get prepared for them. 15–30 minutes is reasonable.

6th Know what times of the day work best for you in terms of retaining information and being productive. Are you a morning person? Do you like to stay up late? Do you need to take a nap mid-day?

7th Schedule a weekly review (WR). Do it at the end of the week if possible. This weekly review gives you an opportunity to spread out all of the past week's notes along with the reading assignments to see what you have been learning in the past week. You can also look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled.

8th Label some empty blocks of time as OPEN for academic or personal needs.

9th Schedule some time during the weekend for you to play, relax, or do whatever you want to do. This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more.



*Bloomsburg University of PA
Residence Life Office*



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Residence Life

Student Leadership

Development Series

*Time
Management*



*“Time flies.
It’s up to you to be the navigator.”
- Robert Orben*

“Time Tips”

1. Count all your time as time to be used and make every attempt to get satisfaction out of every moment.
2. Find something to enjoy in whatever you do. Try to be an optimist and seek out the good in your life.
3. Find ways to build on your successes.
4. Stop regretting your failures and start learning from your mistakes.
5. Remind yourself, “There is always enough time for the important things.” If it is important, you should be able to make time to do it.”
6. Continually look at ways of freeing up your time.
7. Examine your old habits and search for ways to change or eliminate unwanted ones.
8. Try to use ‘waiting time’ - Review notes or do practice problems
9. Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.
10. Utilize electronic organizational resources via your email or cell phone.
11. Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards those goals on a daily basis.
12. Put up reminders in your room or office about your goals. Always keep those long term goals in mind.
13. Plan your day each morning or the night before and set priorities for yourself.



“When the time is right, you just go to do it” - Jack Simplot

14. Look ahead in your month and try and anticipate what is going to happen so you can better schedule your time.
15. Try rewarding yourself when you get things done as you had planned, especially the important ones.
16. Do first things first.
17. Have confidence in yourself and in your judgment of priorities and stick to them no matter what.
18. When you catch yourself procrastinating-ask yourself, “What am I avoiding?”



19. Start with the most difficult parts of projects, then either the worst is done or you may find you don't have to do all the other small tasks.
20. Catch yourself when you are involved in unproductive projects and stop as soon as you can.
21. Find time to concentrate on high priority items or activities.
22. Concentrate on one thing at a time.
23. Put your efforts in areas that provide long term benefits.
24. Push yourself and be persistent, especially when you know you are doing well.
25. Think on paper when possible-it makes it easier to review and revise.
26. Be sure and set deadlines for yourself .
27. Delegate responsibilities whenever possible.
28. Ask for advice when needed.

Identify Your Time Stealers

- Interruptions - telephone, computer, television, video games
- Interruptions - personal visitors
- Meetings
- Tasks you should have delegated
- Procrastination and indecision
- Acting with incomplete information
- Dealing with team members
- Crisis management (relationship issues, friendship fights, etc..)
- Unclear communication
- Inadequate technical knowledge
- Unclear objectives and priorities
- Lack of planning
- Stress and fatigue
- Inability to say "No"
- Poor desk and room management
- Personal disorganization

Write down your long term goals. Use the **SMART** formula and make them:

Specific
Measurable
Appropriate
Realistic
Time-Bound



Create time for **BALANCE** in your life. Set aside time for friends, family, fitness, food, education, spiritual pursuits, work and FUN!