What is time management?

- Time management is how you use time or what you spend your time doing.

Use a Calendar:

- Use ONE calendar to write everything down.
  - Schedule time to relax in your calendar!
  - Allow room for flexibility in your calendar. Sometimes events come up at the last minute!
  - Plan ahead! If you have a large research paper due at the end of the semester, figure out how much time you need to complete it. Work backwards from the day it is due.

Write a “To-Do” Lists:

- Every Sunday evening, write down what you want to get done for the upcoming week. You can write this down on a 3 x 5 index card or in your calendar.
  - Rate each task by its importance. For example, put an “A” next to an item that is the most significant. “B” next to items that are important but can wait a couple of days. “C” next to items that you would like to do but are not important (such as “buying new tennis shoes”).
  - As you complete each task, cross it off your list.

The 80/20 Rule

- This is also known as the Pareto Principle. Pareto, an Italian economist, observed that 20 percent of the population in England owned 80 percent of the land.
  - Out of everything you do during the day, only 20 percent really matters!
  - For example, if you accomplish 20 percent of the tasks on your “To-Do” Lists, you have produced 80 percent of your results.
  - Use this rule to help you focus on what is most important!

Study in the Library

- If you have a difficult time studying at home, study in the library at school! In the library, you are limited to what you can do. Also, there will be other people studying.

Learn to Say “No”

- Learn to say “no” to people and events that you don’t have time for. In your statement explain why: you have an early class tomorrow or need to study.