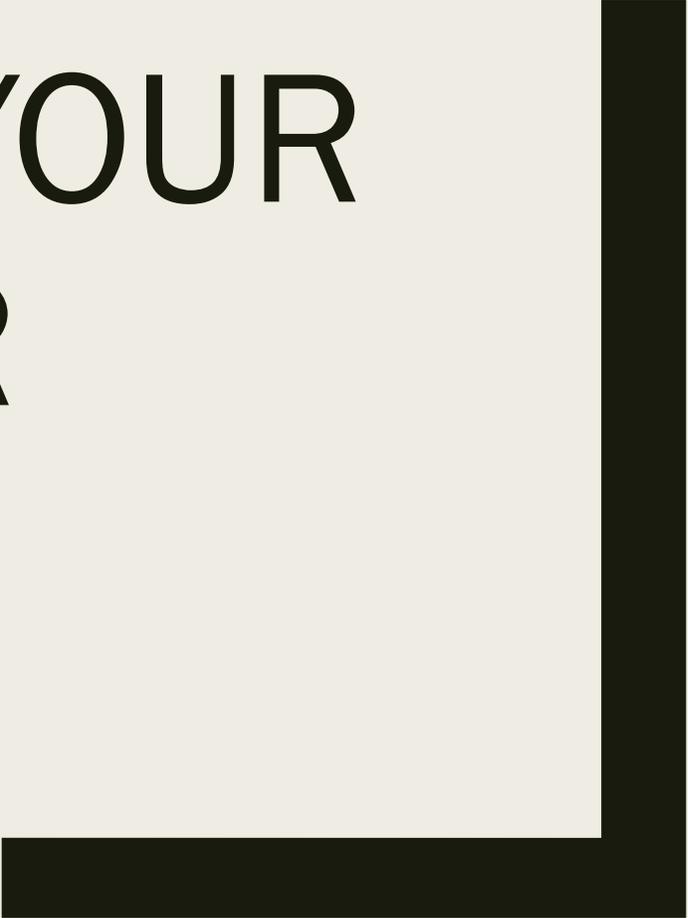




PRIORITIZING YOUR SEMESTER

Academic Success Center



Time Management

- Time Management is organizing activities to increase productivity and effectiveness in your everyday life.
 - *Time management allows you to get the maximum use of your day without overexerting yourself.*
 - *It's important to know that Time Management is not a "One Size Fits All" strategy and this presentation is intended to give you a well-rounded toolbox to determine what works for you.*
- Planning Tools: Planning tools are used to aid you in keeping up with your time management methods.
 - *Daily/Weekly Paper Planners, Notebooks*
 - Electronic Planners: Apps, Phone Calendars and To Do Lists
 - Visual Planners: Wall Calendars, Weekly White Board Schedules
 - Long Term Schedules

Priority Management

- **ABC Method**

- Divides items on your to do list by priority status

- *"A" rated are high priority items that must be completed*
- *"B" rated are medium priority items that should be completed over time*
- *"C" rate are low priority items that are fun things or not currently relevant*

- **Urgency vs. Importance**

- Consider items by their importance and how soon it's due

- *Group 1: assignments or activities due today, or tomorrow*
- *Group 2: long term projects, studying for class, etc.*
- *Group 3: distractions, social invitations, etc.*
- *Group 4: Time wasters, social media, procrastination activities.*

Priority Management

- Additional Methods:

- *Get Things Done or "GTD": This strategy focuses on the amount of time an activity takes to complete and not exclusively on its importance.*
 - Eliminate feeling overwhelmed
 - Focus on small task completion first
 - Break larger tasks into smaller segments
- *To Do List*
 - Creating To Do lists each morning for daily activities is a low effort method that allows you to keep track of important items and only focus on the day to day.

Stress Management

- Time Management isn't all about work and no play. In order for these strategies to work well you need to take care of yourself.
 - *Get some sleep: Being tired can impact the quality of your work and your productivity.*
 - *Focus on work during your most productive time of day: Schedule the more important items during that time period, that way you are putting your best work where it matters.*
 - *It's okay to have a little fun: Take time out to enjoy yourself. Studying for 16 hours a day isn't feasible.*
 - *Be realistic: Know that there isn't one strategy that is going to work forever.*
 - *Try not to procrastinate: It can be hard to break old habits, putting away distractions and studying in appropriate environments can increase your productivity immensely.*