Reward yourself for finishing tough projects: Love strawberry sundaes, walks in the woods, or *Stranger Things*? Use it as a reward for yourself when you've completed a difficult or boring project. Having something you enjoy to look forward to makes getting the job done just a little bit easier.

Don't panic: When there is too much on your plate, and you panic, you are wasting precious time focusing on the panic. It's best to take a deep breath, refocus, and use these tips to start getting stuff done!

Created by Yvonne Lee

Get Personalized Help

Have more questions about time management? The SSC is ready to help. Call today!

AULTMAN COLLEGE

Student Success Center

Aultman College
2600 Sixth St SW
Canton, OH 44710

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http://www.aultmancollege.edu/student-success-center

AULTMAN COLLEGE

Time Management Tips

Helping you help yourself

SSC: 330-363-3233

Make to-do lists: Making a list of everything that you have to do and checking each off as it is accomplished is not only a great way to manage time, but it often helps to relieve stress as you start to see those projects be physically removed from the list. This doesn't have to be a pen & paper kind of list like your mother used to use, either. Go ahead. Splurge. Use one of your cellphone's nifty apps. You have it with you everywhere you go, anyway!

Prioritize: Rank each item on your to-do list as to which needs done first, second, third, etc. You may also consider including dates and times by which the task should be accomplished. This will help to keep you on track.

Get organized: Ever sit down to start a project and realize that you don't have everything you need, and you had to go hunt things down? What a waste of perfectly good time! One great time management tip is to get organized and stay that way. Consider keeping everything you need for each class together, making sure each class has its own separate folder or binder.

Be assertive: If you don't have time to do something you've been asked to do, say so. Nothing is more stressful than taking on more than you are honestly able to accomplish. Also remember, if you need help, ask for it.

Eliminate distractions: Kids yelling? Best friend calling? Television on in the background? These distractions can put a serious dent in our productivity and are serious time suckers. When it's time to knuckle down and get the job done, know yourself and create a space where you will be distraction free for long stretches of time, leaving you space to focus on what needs to get done.

Make time for what's most important: People often forget that good time management isn't just about always being hyper-focused on the tasks that need accomplished. It's also about knowing when to take a break, when to relax, and when to focus your time and energy on other aspects of your life that are just as important.

Guard your health: Be sure to continue to take care of yourself during the stressful times. Diet and exercise go a long way in keeping us healthy and able to tackle all of those projects that we take on!

Practice good listening skills: When you aren't sure what the directions are, and you do a project wrong, it's like throwing that precious time into a great big vacuum! When someone gives you directions, restate what you heard, and don't be afraid to ask questions.

Terminate non-productive activities: Aimlessly surfing the internet or playing *Candy Crush Saga* aren't productive uses of time. You don't have to completely eliminate these activities, because they do have their place, but engaging in these instead of working on that project that needs done is not helping you take full advantage of your time.

Plan ahead: Waiting until the last minute could cause major issues when it comes to completing an important project. Therefore, it's always a good idea to plan ahead. Know when a project is due, how long you have to work on it, and what steps you need to take to complete it.

Break big projects into smaller ones: Big projects can be intimidating, causing us to get stuck and be unable to move forward. Know where you need to end up with the project, but break it down into smaller, more manageable pieces. Then, tackle one small piece at a time. Before you know it, the entire project will be complete!

Analyze how you use your time: For a week or two, keep a daily log of all of your activities throughout the day. Then, go back and take a look at how you have spent your time. This will help you to notice when you are engaging in non-productive activities and how much time you are devoting to them. It may also help you see if you have taken on too much or if you do not have the right resources to accomplish every project.

Put waiting time to good use: If you know you will be waiting in the doctor's office for a long period of time or that you may be waiting in the lobby during your kid's trumpet lesson, take along that reading assignment and make good use of your time.