**Time Management: Tips for Taking Control**

“*The only thing even in this world are the number of hours in a day. The difference in winning or losing is what you do with those hours*.” ~Woody Hayes

**How do you spend your 168 hours a week?**

**Effective self-management involves:**

* Self-Awareness Being aware of where you spend your time

**“The way you spend your days is the way you spend your life” -** Stephen Covey

* + What are your time wasters?
	+ Map out a time schedule for the week-Identify specific hours for study and specific times for recreation
* Setting Goals. What do you want to accomplish this year, this month, this week?
	+ What are your study goals? Set a specific goal for each study session, then focus on just that goal
	+ What is your career goal?
* Prioritizing. Put first things first and start there
	+ Know what assignments/tests are worth and give them the time they deserve based on this.
* Self-discipline. Developing and using your will to get things done.
	+ Create a schedule, put it where you can see it and stick to it.
	+ Hold yourself accountable by making commitments to others
	+ Reward yourself for meeting a goal
	+ Talk yourself into to doing what you need to do. Catch yourself procrastinating
* A pro-active attitude. Focus on what you can control and learn to let the rest go.
	+ What choices are you making with your time? What can you control?
	+ Each day is a fresh start in using your time effectively. Don’t beat yourself up over yesterday, start new goals each day.

***“The successful person has the habit of doing the things failures don’t like to do. They don’t like doing them either necessarily, but their disliking is subordinated to the strength of their purpose.”*** -Stephen Covey

In other words….

**Successful people find a way to get themselves to do what they have to do even if they don’t want to do it because achieving their goals is most important!!**

**Tips for managing time and avoiding procrastination**

1. Set goals for all areas of your life.
2. Make a plan for your time, establish a weekly routine
3. Make daily to-do lists
4. Use a planner or calendar system
5. Map out a semester calendar
6. Make activities meaningful
7. Use self-bribery and rewards
8. Break projects down
9. Set a stopping time
10. Use down time
11. Learn to say “NO”
12. Know your energy cycle
13. Delegate
14. Multi-task
15. Give up perfection