

Quick Tips on *Time Management*

Like most people, you probably feel rushed, as if you never have enough time for everything you need or want to do. That can be corrected, though, if you are willing to make some changes in your life. You have to evaluate what you want, what you value, and what you expect. Once you understand the demands that are placed on you, you can start to manage your time successfully.

HOW TO START

- Set goals - these should be both short- and long-term, with the understanding that you can revise these goals periodically
- Categorize your responsibilities - focus on doing what you have to do and want to do
- List all upcoming commitments or important reminders on one main calendar so that everything, including deadlines, are clear to you
- Do what you have to do first, not what is easiest or most pleasant
- Understand your limitations and learn to say “No” when someone asks you to do one more thing
- Take the time to plan your day

KEEPING UP THE GOOD WORK

- Make a daily “To Do” list and prioritize the items on it; nothing feels better than crossing off something you’ve finished
- Stay calm! Precious time is wasted on stress and frustration
- Break large tasks into smaller tasks
- Steal time - make the most of the time you have
- Create deadlines for yourself
- Work smarter, not harder - if you plan out your tasks and how much time you need to do them you are likely to be more efficient and effective in accomplishing your goals
- Avoid the use of scratch paper to write down phone numbers, meetings, or notes; put it into your planner right away

BEWARE OF THE FOLLOWING

- Interruptions - if someone calls or stops by when you’re in the middle of something, it is alright to spend time with him/her, but set limits
- Attempting too much - be realistic about what you can and can’t do - use your goals to help you decide
- Snap decisions - taking the time to make the right choice will save you time in the long run
- Procrastination - everybody suffers from this to some degree, but don’t let it get out of hand. Tackle the worst first!
- Perfectionism - we all want to do our best, but perfectionism can paralyze you

MISCELLANEOUS

- Be good to yourself - as long as you are scheduling time, make sure that you include recreation and relaxation
- Ask yourself, “Am I working on a priority?”
- Be flexible - if schedules are too rigid, you will aggravate yourself by worrying about meeting each deadline
- Develop a system of organization that fits your needs

I need more time for...

I just have a couple more things to do...

I’m late for...



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