

Time Management



Provided by:
Student Development Office
UNT Dallas Campus
8915 South Hampton Road
Dallas, Texas 75232-6002

Time Management Self-Assessment

Read the following statements and rate yourself as you currently are (not how you would like to be) when managing your time. You must be honest in your responses to learn anything about yourself.

1 = Not at all
2 = Sometimes
3 = Always

- 1 2 3 Every week, I plan specific times for studying (reading textbooks, reviewing notes).
- 1 2 3 At the beginning of the semester, I schedule when everything is due in all my classes.
- 1 2 3 I follow a daily schedule or “to do” list.
- 1 2 3 In a given day, I accomplish what I intend to do.
- 1 2 3 In a given week, I know how much time I spend in different activities (sleeping, studying, watching TV).
- 1 2 3 I rarely feel stressed or overloaded because of not scheduling enough time to complete tasks.
- 1 2 3 When I have free time, I do not have to worry about unfinished assignments or responsibilities at work.
- 1 2 3 I schedule my time so I can begin projects right away, rather than leaving tasks to be completed at the last minute.
- 1 2 3 I feel that I am in control of my time.
- 1 2 3 I plan my schedule so that I have sufficient time to concentrate on one task at a time.
- 1 2 3 When scheduling my time, I prioritize my activities and focus my attention on the most important items first.

Look at your responses. Pay attention to items on which you rated yourself with a “3” because these are your strengths. Next, consider the items rated “1” or “2.” Some of these represent areas to focus on.

Time is Finite.

For most people, the average lifespan is about 75 years. This means you are likely to live 657,000 hours. To determine how many hours you have left in your life, subtract the number you have lived up to today:

$$657,000 - \left[\frac{\text{_____}}{\text{(Your age in years)}} \times 8760 \right] = \frac{\text{_____}}{\text{(Total A)}}$$

Of this, the average adult spends about 2/3 of their time either asleep (8 hours) or at work (8 hours). How much time do you have left after accounting for these activities?

$$\frac{\text{_____}}{\text{(Total A)}} \times 0.33 = \frac{\text{_____}}{\text{(Total B)}}$$

Of the remaining 8 hours, an average adult spends about two hours per day eating and grooming. How much time do you have left after accounting for these activities?

$$\frac{\text{_____}}{\text{(Total B)}} \times 0.75 = \frac{\text{_____}}{\text{(Estimate of "Free Time" remaining)}}$$

Time is a precious commodity.

Managing Time

1. Increase your awareness about how you use your time.
 - Use the time awareness form to keep track of how you use your time each day for one week. Go ahead and *take the time* to do this! This will give you an overall picture of how you use your time.
2. Use an academic planner.
 - The academic term is a natural block of time for students to manage. In a planner, list all class assignments, family or work responsibilities, and social activities for the academic term.
3. Plan week to week.
 - At the beginning of each week, add new assignments, responsibilities, and appointments to your planner.
4. Use daily "to do" lists.
 - Each day create a "to do" list to guide you. Prioritize your tasks by using the following numbering system:
 - 1 = I must get it done.
 - 2 = I should attend to it soon.
 - 3 = I can let it go for now.

What about interruptions?

When something unexpected happens, adjust your schedule as needed. However, don't allow interruptions to interfere with what you need to accomplish. Evaluate each interruption and determine if it needs your immediate attention.

Petrie, T., Landry, L. P., & Edwards, K. B. (1998). Achieving personal and academic success. Denton, Texas; RonJon Publishing, Inc. ©

Provided by:
Student Development Office
UNT Dallas Campus
8915 South Hampton Road
Dallas, Texas 75232-6002

Ways To Make The Best Use Of Your Time

1. Use short- and long-term schedules (e.g., daily planner, “to do” list).
2. Set daily priorities and focus on the most important items.
3. Do not schedule more than you can handle during any time period.
4. Study when you are most alert (e.g., if you are a “morning person,” schedule study times early).
5. Use the 5- and 10-minute before class to review your notes or check out a book you need from the library).
6. Use travel time efficiently and productively (it may be a time to relax, but it also may be a time to listen to a lecture on tape).
7. Keep your notes and study materials organized and easily accessible.
8. Keep your study area uncluttered.
9. Begin projects with the intention of completing them and then continue working at least until you have made some progress. Make a note to yourself concerning your progress so you do not have to cover that material again.
10. Say “no” to requests from friends, family, and work when you do not have to give.
11. Avoid interruptions when studying (e.g., unplug phone if studying at home, turn off the TV).
12. Do low-priority tasks during the times you are least alert.
13. Pay bills at the same time (and on time) whenever possible.
14. Videotape your favorite TV shows and then watch them when you have more time. You also can fast forward through the commercials.
15. Plan time for relaxation and enjoyable tasks. You will not use your time efficiently if you are tired or stressed.
16. Call ahead whenever possible for directions, reservations, and hours of operation.
17. Whenever possible, handle any business that you can over the phone or through the Internet.
18. Learn to stay focused and attentive so you do not have to repeat tasks.
19. Run errands efficiently- do not make multiple or special trips. Instead, tack errands onto already planned trips. Try to do as many as possible when in a certain area.
20. Prepare the night before for the next day. For example, set out your clothes, prepare your lunch or meals, write out your “do list”, or organize the books or materials you will need.