

TIME MANAGEMENT

How Much Time Do You Have?

We all have 168 hours in a week. How you spend that time is imperative to your success.

Prevent Procrastination

Why do we procrastinate? Fear of failure, fear of success, lack of time, and lack of organization are common reasons we put off completing tasks or making decisions. Here are some tips to help you overcome procrastination:

- **5 Minute Plan.** Work on a task for 5 minutes. When done, continue or not, but at least you got a start! Usually when we start something, we want to continue working to finish it. One of the hardest things for procrastinators is to start something!
- **Let momentum work for you.** When you've been productive, keep going!
- **Use a timer, not a watch or clock.** A clock can distract you. Work hard until the timer goes off.
- **Be specific** on what you want to accomplish.
- **Analyze your excuses.** Say your excuse out loud or tell a friend. Do you have a "good" excuse?
- **Visualize success or completion.** Seeing yourself completing the tasks/assignments makes it more likely that you will be successful!
- **Set realistic goals.** Know yourself and what you can complete in a certain amount of time.

Reduce Time-Wasting Habits

Work hard to reduce time-wasting habits. It takes about 21 days to reduce or to create a habit, so don't get frustrated if it's difficult at first.

- Limit cellphone usage and be sure to silence alerts while you're studying
- Limit time on social media (the average student spends 5 hours a day on social media alone!)
- Reduce time watching TV
- Reduce or avoid playing video games into the early morning hours
- Avoid using the internet for a "quick break" while typing a paper
- Limit multi-tasking so you can focus on one task at a time
- Stop taking naps since they can make you stay awake later at night, causing you to be more tired the next day

Take Advantage of Hidden Time

Hidden time is unexpected free time you receive during a day or time you don't realize you can use to your advantage. Has your class been cancelled? Finish your Math homework or reread your notes. Is there a long wait at the doctor's office? Pull out your textbook and read an upcoming chapter or review your notes. Do you have a long walk to your next class? Review a lecture or notes in your head, or pull out your notebook and review your notes (just look up so you don't run into something!).

- Use waiting time (time in between classes) to complete homework and/or to review notes
- Use your mind when it's free or when you have spare time
- Record study information for easy access later on

- Think about your schedule ahead of time and be prepared with materials you can access if you have some down time

Studying

You should be spending about two hours of your time studying for every hour you spend in class. This adds up to roughly 30-40 hours per week JUST IN STUDYING! Here are some tips to make your time spent studying more efficient:

- **Set realistic goals** when you sit down to study. *Examples: "I will read for 20 minutes" or "I will complete 15 math problems"*
- **Don't study for long periods of time.** You can lose focus and take longer to complete your tasks.
- **Determine when you're most alert and use that time to study.** Are you a morning person? If so, then wake up an hour earlier and start being productive! Plan to study when you feel the most alert, awake, and energetic.
- **Tackle difficult or boring subjects first.** When your energy is high, it is easier to focus on tough subjects. Move onto easier or more interesting topics later.
- **Don't waste big blocks of time.** If you have a lot of free time during your day, schedule out what you want to accomplish at what time throughout the day.
- **Break up large assignments** into smaller, more manageable tasks. Do you have a 10 page paper due in two weeks? Write a couple paragraphs or a page each day. Edit every day. The smaller the task, the less overwhelmed you will be, and the likelier you will complete the task.
- **Find a good location.** Choose a place to study where there are few distractions. If you are studying in your residence, sit at a table or desk instead of laying on your bed. Designate this space as your study spot so when you go to this location you are mentally prepared to study.
- **Don't save all of your homework and studying for the weekend.** Working on your assignments throughout the week reduces procrastination and anxiety, saves you time in the long run, and allows for a fun, stress-free weekend.

Reviewing Notes and Topics

You should be reviewing the information you're learning every day! After you complete a task, review the material; just 5 minutes is enough. This ensures the information stays fresh in your mind.

Reward Yourself

Rewarding yourself helps you stay motivated and on task. They give you something to look forward to once you have completed your task. After your homework is finished, reward yourself with an episode on Netflix, one hour of video games, social time, etc.

For more information and support, contact:

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