Time Management

Have you ever gone through a day and wondered where all your time went at the end of the day? Do you find yourself constantly having too little time but too many things to do? You are not alone. Many people face the same problem of low productivity and poor time management. Here are some tips on how you can increase your productivity and achieve more than what you normally would have during the day.

Consider this: You have 24 hours a day. Suppose you sleep 8 hours, eat 3 hours and attend classes 5 hours a day, you are left with 8 hours a day for study, recreation and everything else. How you use these remaining hours will determine how well you perform in your studies.

1. Create a to-do list. Write all your meetings and deadlines on your calendar. Prioritize your to-do list. Determine which item is the most urgent on your agenda.

2. Plan your day (in the morning or the night before). Decide what you want to accomplish during your day. Be realistic in your planning. Allocate time for rests, breaks, recreation and relationships.

3. When doing group projects, delegate work to your group mates. Remember that your group mates are assets in your group. Don’t try to do everything by yourself.

4. Concentrate on one item at a time. Use larger blocks of time (2 to 3 hours), preferably a time when you are most alert, to learn new material, grasp a difficult concept. If your concentration span is not that long, sub-divide the large block of time into shorter 20 to 50 minutes blocks, followed by a 5 to 10 minute break.

5. Use your lower-productivity hours for easy-to-do projects and casual reading.

6. If you do not want to be disturbed, find a place you can work alone without distractions. Take note of the ‘time-wasters’ in your life and keep them away when you are working. Close the door if you need to.

7. You can use travel time to listen to important material. Carry reading materials with you at all times. You can use waiting time to read.

8. Keep your work area neat. Keep it free from papers you are not working on that day. Clutter will cause you to feel disorganized and overwhelmed.
9. Reward yourself with a break when you finish a task. Also take a break when you feel that you cannot concentrate and you are no longer productive.

10. Don’t be discouraged if you do not follow your schedule. It is normal even to deviate from your schedule for several days or even weeks. Revise your schedule if it is unrealistic.

References:

'Time Management' by UHCL Counseling Services