

Successful Time Management Strategies

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redefine THE POSSIBLE.





Outline

- Introduction
- What is time management
- Strategies
- Sources



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- Time management can be seen as “self-management”, the skill of making smart decisions about how to allocate your time in order to accomplish set goals.
 - It is about working “smart” and not just “hard”
 - Strategically determining how you use you time in order to succeed



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- The term is 2352 hours long (including the exam period).
- Each week is 168 hours long.
- Each day is 24 hours long.

- This seems like a lot of time...but it is not.

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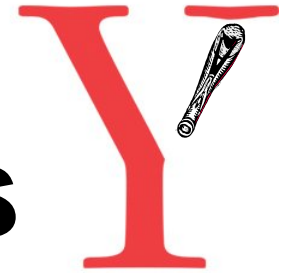
- Half of our time goes to 4 things:
 - sleeping
 - eating
 - commuting
 - personal grooming

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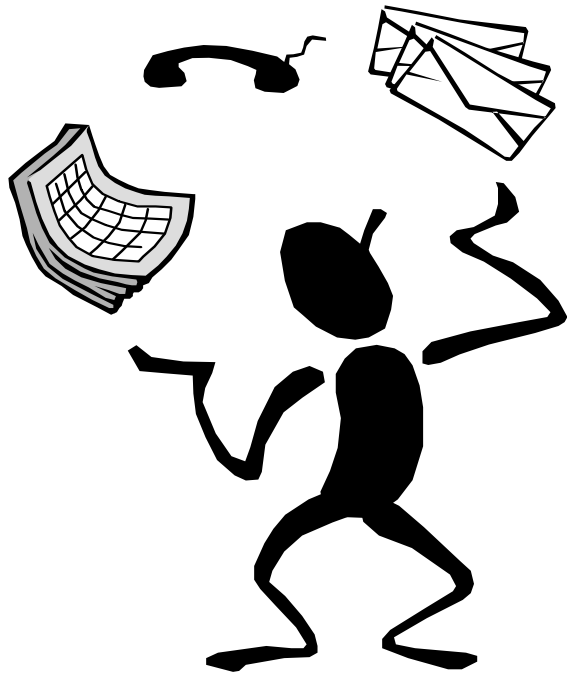
- Full course loads of 24 to 30 credits require 15-20 hours of classroom, tutorial, lab, and studio time
- Going to class is essential, but it isn't enough.

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- For every lecture and tutorial hour, you'll need to schedule approximately 2-3 hours for homework if you intend on completing the work.

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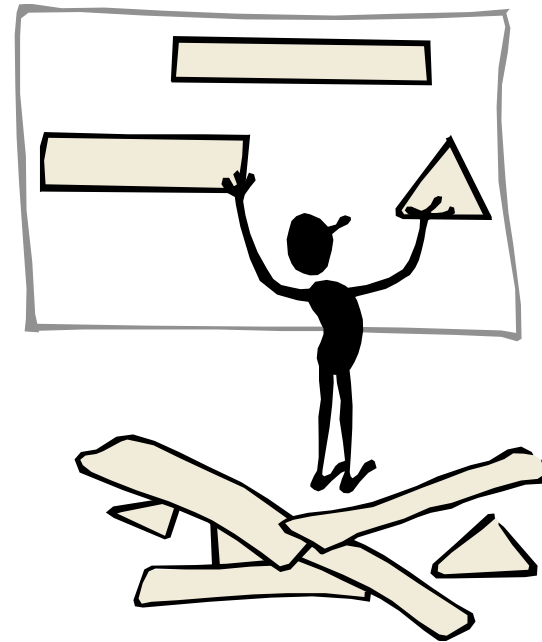


- Take on fewer tasks or goals than you think will fill your time because tasks tend to expand beyond the limits planned for them

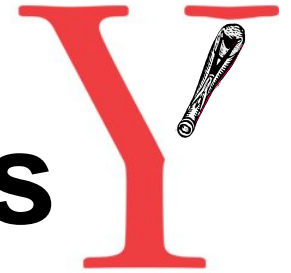
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- Create more accurate, workable plans by subdividing larger tasks into smaller, more manageable ones.



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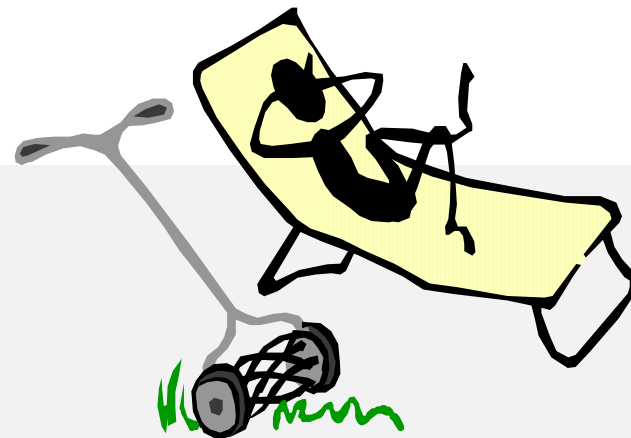


- Organize course notes
- Identify key information
- Build course ideas together
- Rehearse/review
- Self-test

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- Learn to get value from using small blocks of time effectively. Just a half hour a day can add up to weeks of productive time every year.



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- Even though there are common statements we can make about students' time use, time management is a very personal activity.
- Manage your own time: compare **you** with **you!**
- Think: how long does it take **me** to do this kind of task? How long will **I** spend doing this task? What priority will **I** assign to this task?

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- It is important to use a weekly planner
- Many students purchase a planner but have difficulty using the planner in a helpful and constructive way

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Elements of a Task and Time Plan

What needs to be done:

- goals
- activities
- priorities

- The time to do it:
 - time estimates
 - schedules
 - flexibility



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Sources:

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