

Introduction to Time Management

Prepared by Paul Basileo for CAP

Why Time Management?

- Set of skills, tools, and systems that work together

What is Time?

- Is it a noun?
- Is it a verb?
- Is it an adjective?
- What is time to *you*?



Purpose of Presentation

- Give insight as to the time phenomena
- To better prepare high school students for college & careers
- Give balance to your lives



Have You Heard?

- There aren't enough hours in the day
- There aren't enough days in week
- There aren't enough weeks in a year
- There just isn't enough time...



Where *DOES* the Time Go?

- It goes where **YOU** want it to go!





Developing a Schedule

- Determine how you spend your typical 24-hour day
- Prioritize
 - Daily, weekly, monthly
- Identify your best time of day
- Study more difficult subjects first



Developing a Schedule

- Use the same place to study
- Use the library
- Avoid distractions
- Treat school like a full-time job
- Accomplish as many tasks as possible during the day

You will have more free time on the weekends and after school and less studying



Six Ways "TM" Helps You...

1. Reduces or eliminates wasted time
2. Increases productivity
3. Focuses time & energy
4. Makes time for the things **you** want
5. Improves your performance
6. Finds balance & fulfillment



General "TM" Tips

- Plan each day's activities the night before
- Organize clothes in closet by colors
- Define one place to put paperwork and mail
- Have a calendar that can be marked easily



General "TM" Tips

- Make a note when you think of something you need to do or something you need to tell someone and put it in your purse/pocket
- Make a list of all the projects you want to get done



Time Calculator

- Calculator sets up a sequence of events to achieve your goal(s)
- Online Time Calculator
 - <http://www.ucc.vt.edu/stdysk/TMInteractive.html>



School Calendar Scheduling

- Pick up a copy of your school's calendar
- Develop a calendar of important dates
 - Tests, papers, projects, readings, mid-term and final exams, etc.
- Post this schedule in your study area
- Review each day's schedule each morning



How Do YOU Rate?

- **Energy**
 - Physical & mental stamina
- **Mission**
 - Living the life you love
- **Attitude**
 - Look for opportunity in every problem



How Do YOU Rate?

- **Set Goals**
 - Set reasonable but challenging goals
- **Make Plans**
 - Steps to reach your goals
- **Prioritize**
 - Focus on what is important



How Do YOU Rate?

- **Synergize**
 - Delegation and team building
- **Organize**
 - Differentiate effort from results
- **Optimize**
 - Getting expected results in the time allotted



Finally...

- **Action**

DO IT!

Don't procrastinate!



In Closing...

- Turn your dreams into goals
- Your goals into plans
- Your plans into action
- Embrace time and live your mission
