

### *Did you know?*

- There are 168 hrs in a week—if you use 40hrs/wk for classes and studying and 56 hrs/wk for sleeping that still leaves 72 hrs for other things.
- 90% of students procrastinate.
- Time management is an essential skill for your future career.

### *Quick tips*

- Figure out what motivates you—then use it.
- Watch out for time wasters—i.e. hours watching t.v., surfing the web, random shopping, playing video games...
- Decide what you really, truly value then see how much time you actually spend in that area.
- Make and Defend time for self-care...it is a priority.
- Set Smart goals--Specific, measureable, attainable, reasonable, time limited
- Study in 3 hr. blocks at most.
- Think of university as a 9-5 job.
- Seek balance. Plan for meals and recreation in your schedule.
- Do the hard stuff first.
- Work on maintaining a support network.

## *Want to Know More?*

*Contact us at:*

*Counselling Services*

*317 2845*

*[www.uleth.ca/reg-cou](http://www.uleth.ca/reg-cou)*



## *References:*

Bourne, Edmund, J. (2000) **The Anxiety and Phobia Workbook** New Harbinger Publications, Inc., Oakland, CA

## *Got No Time!*

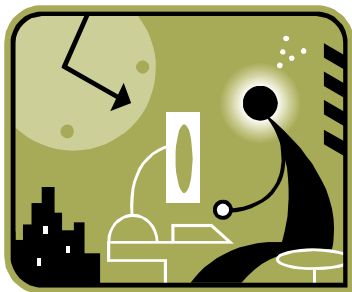


## *Some Ideas About How to Get it Back*

## Does This Sound Like You?

- ✓ I tend to underestimate the amount of time it takes to complete an activity or task. By the time I finish, I've taken up time I needed for something else.
- ✓ I tend to squeeze too many things into too little time. As a result, I end up rushing.
- ✓ I find it difficult to let go of something I'm involved in so I end up not leaving myself enough time to get to the next activity I need to do.
- ✓ I have difficulty prioritizing activities- Getting the most essential ones done before I attend to the less important ones.
- ✓ I have difficulty delegating nonessential tasks to others, even when it is possible to do so.

If you notice any of these sound familiar, maybe it's time to make a change.



## How to Start Managing Your Time

### ***Prioritize***

- At the start of every day/week decide what's urgent, important, and non essential to get finished.
- "Urgent" means you have to do it right now, "important" are things that are starting to get urgent or that you really value but can wait a little bit, and "non essentials" are the things you can let sit for quite a while.
- Write a list out with these three headings and put your tasks for the day under the appropriate heading.

### ***Delegate***

- Learn to trust and rely on others and let them help—remember there are many ways to get things done.

### ***Let go of Perfectionism***

- There will be mistakes, frustrations and delays in life. Learning to manage this is a valuable life skill.

### ***Overcome Procrastination***

- Take care of your physical, psychological and environmental needs. Eliminate those distractions.
- Try the *Swiss Cheese Method*—start a project in the middle or where it seems easiest.

- Try the *Chunking Method*—break assignments down into small, manageable pieces and schedule when you will do each one.
- Tell yourself you will only work on something for *5 minutes*. You can usually talk yourself into it and will likely do more.

### ***Say "No"***

- It's difficult but if you don't take the time to nurture yourself and attend to your own needs, you can't take care of others.

### ***Get Organized***

- Take control of time by scheduling it.
- Write down everything you do for three days and see what time wasters you have.
- Make a daily "to do" list, a weekly schedule, and a monthly schedule and then plan accordingly.
- Make sure you schedule down fun time, spiritual time etc. The most successful students have balance in their lives.

### ***Allow Extra Time***

- It's better to overestimate the time than underestimate
- The trick is to be willing to do fewer things and not try to cram so much in.