

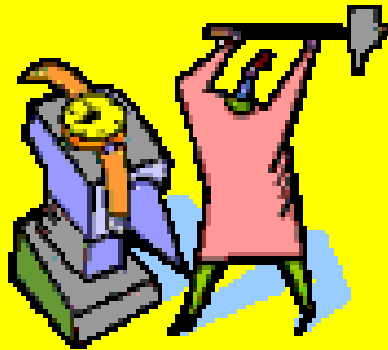


Texas Woman's University

**Counseling**  
*Center*

Presents

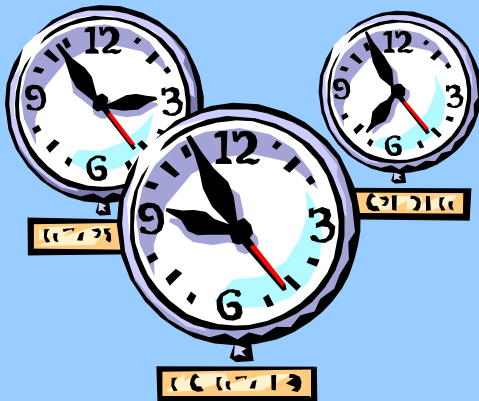
# Time Management



“I just don’t have the time...”

Have you ever noticed that most things in life take a little planning and effort?

Learning to manage your time effectively will help you at school, work, and home.



“But, I don’t have time to manage my time.”

- Then, you may find that time is managing you and life gets chaotic because you never seem to be able to anticipate what’s going to happen next.
- Managing your time can help you reduce the stress and anxiety you may often feel.



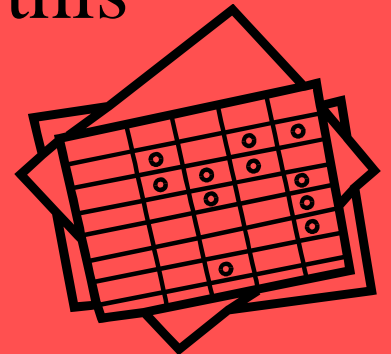
# Some Basic Things to Remember

- 1. We will assume that you are the average person who needs 7 hours of sleep each night.
- 2. Then, there are 17 hours in each of 7 days, or 119 hours a week to plan for.
- 3. You can't put more than five pounds of “stuff” in a five pound box...



# Where to Start?

- First we need to know where you are already spending your time. So...
- Make a chart with the days of the week across the top and the hours of the day along the side. You can leave off the hours you sleep. (Make several copies of this chart.)



# Chart this...

- Think about what you've done during the past week and write in everything you've done in the time slots you've used.
- Everything includes: studying, class-time, work, time getting to and from, watching TV, laundry, eating meals, talking on the phone, blowing bubbles, etc.

# Collect this...

- This is a big part of learning to manage your time and it takes the longest the first time you do it, so hang in there.
- Gather up:
  - 1. Syllabi from classes
  - 2. Work schedules... (there's more...)

# Collect this, too



- 3. A list of planned activities - trips you know about, visits from others, special events (plays, concerts, volunteering, etc.)
- 4. For those of you who have families, this also includes the things other family members will have to do that will impact or involve you (like getting to and from soccer practice, etc.)

# On the big calendar

- Take out your calendar and, using all the things you've collected, write down everything that's going to be happening on the appropriate dates.
- Most students find that doing this by semester (or quarter) is the timeframe to work in.

# We're making progress!!

- Just by doing this, you can now look at the semester schedule and get an idea about when times will be easier and harder.
- Later on, you'll be asked to think about how to shift some of the work from the harder times to the easier times.



# Weekly Planning #1

- Most people find that the first step in managing time is to lay out specific schedules for about a week at a time.
- So, get out one of your blank weekly charts and a piece of paper.

# Weekly Planning #2

- 1. Look at your master calendar. Make a list of the things that *absolutely have to get done this week*. Other things that might not be on the calendar but need to get done are things like: laundry, food shopping, etc.
- This can also include anything you feel you need to do: seeing a movie, going to the mall, etc.

# Weekly Planning #3

- 2. Next to each item, estimate the amount of time it will take. As you plan your time more often, you will get better at estimating the amount of time each will take. This is a good skill to have. Often, we don't have enough time because we're not good at knowing how much time something will take.

# Weekly Planning #4

- 3. Start filling in your blank weekly schedule by putting in the things you know you have to be at - like classes, lunch, drive times, work hours - everything that has a fixed time associated with it.
- 4. Count up the number of blank spaces on your weekly schedule.

# Weekly Planning #5 - The Good News

- 5a. Total up the number of hours on your “must do” list.
- If the number of hours on your “must do” list is less than the number of blank spots on your weekly schedule, dance!



# Weekly Planning #5 - The Bad News

- 5b. If the number of hours on your “must do” list is greater than the number of blank spots on your weekly planning, remember, “You can only get 5 pounds of ‘stuff’ in a 5 pound box.”
- You will need to prioritize within the “absolute” list those items that are more absolute than others.
- But, let’s assume the news is good...

# Weekly Planning #6

- 6a. Now, you can make a second list - of those things that are *important, but not essential*.
- Maybe you have a paper due in a few weeks and want to start on it now. Or, you could do some extra laundry this week so there's less next week. Or, you have time for a movie...

# Weekly Planning #6

- 6b. Estimate the time each task will take.
- Prioritize the list from most important to least important.
- Begin placing the items on your schedule until you run out of spaces.



# Weekly Planning #7

- 7. The last list you get to make is the “*It’s neither critical nor important list*”. Things you want to do just because you have the time.
- You know what to do now - estimate time, prioritize, place items in open slots.

# You're Done!...until next week

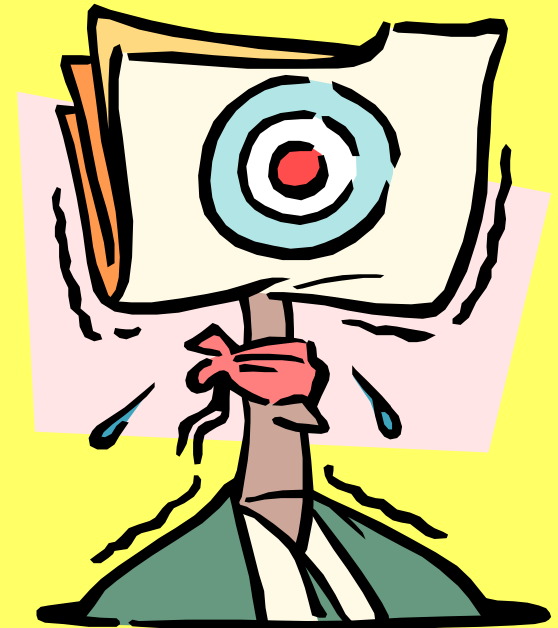
- Now comes the fun part...
- Follow the schedule.
- Notice where you under- or over-estimated times. Notice when you couldn't follow the schedule.
- Keep track of what works for you and what doesn't...because...

# Same Time, Next Week

- You will need to sit down the next week with your big calendar and your current week's schedule and use all the information you have to create a schedule for the upcoming week.
- Here are some tricks to know that will help you...

# Helpful Hints #1

- 1. It's always nice, if you can, to leave a few hours open each week. This will leave room to make adjustments for things you couldn't have predicted, like
  - Flat tire
  - Extra last-minute homework
  - Sick child
  - Etc.



# Helpful Hint #2

- 2. Learn when you are most effective at doing important tasks...
  - If you're not a night owl, scheduling study time after 9 or 10 at night might be a waste of time – because it may take you twice as long to do your work.
  - Schedule tasks at times you will be most efficient at doing them (including when you take classes).

# Helpful Hint #3

- 3. Sleeping less gives you more time - but it might not help.
  - One way to get more done is to sleep less...
  - But, less sleeping tends to make you less efficient and more prone to get sick. Being sick really messes up your scheduling.
- \* *We don't recommend sleeping less as an effective time management tool.*

# Helpful Hint #4 - Big Projects

- 4a. Big projects require lots of time.  
There two ways to have the time:
  - \*Massed time - you stop doing everything else to work only on one thing.
  - \*Spaced time - you do a little bit of work each day over a long period of time.

# Helpful Hint #4 - Big Projects (2)

- Advantages of Massed Time:
  - Get everything done at once
  - focus on one thing
- Disadvantages of Massed Time:
  - May not leave enough time to finish
  - Increases stress and anxiety
  - It's a “go for broke” mentality
  - Procrastinators love this



# Helpful Hint #4 - Big Projects (3)

- Advantages of Spaced Time
  - Smaller tasks are less stressful, more manageable, and less disruptive to schedules
  - Leaves time to review work and make corrections
- Disadvantages of Spaced Time
  - Some tasks require big periods of concentration



# Helpful Hint #4 - Big Projects (4)

- When you wait until the last minute to be “motivated”, you are motivating yourself with fear. This will not be effective in the long run.
- It is much better, healthier, and wiser to learn to reward yourself for starting early and cutting the big job into easily manageable parts.

# It's time to wrap up!

- This presentation has provided you a number of ideas to help manage your time more efficiently.
- Use the ones that are helpful to you, modify the ones that could be, don't use the ones you don't like (unless you like none of them, in which case go back to the beginning!).



# Counseling Resources for Time Management

Currently enrolled campus-based TWU Students may call or stop by the Counseling Center for an appointment. Counseling is free and confidential.

|          |                         |              |
|----------|-------------------------|--------------|
| Denton:  | West Jones Hall         | 940-898-3801 |
| Dallas:  | Parkland, Room 120      | 214-689-6655 |
| Dallas:  | Presbyterian, Room 16   | 214-706-2416 |
| Houston: | 6700 Fannin, Suite 2250 | 713-794-2059 |

# TWU Counseling Center Resources

- Visit any of the TWU Counseling Center waiting areas to pick up handouts about time management and other topics of interest.
- Denton: West Jones Hall
- Dallas: Parkland Room 120  
Presbyterian Room 16
- Houston: 6700 Fannin, Suite 2250
- Some handouts are also available on our web site at:  
<http://www.twu.edu/counseling/self-help-library.asp>.

# Informational Resources for Time Management

- On the Web, visit the Virtual Pamphlet Collection at <http://www.dr-bob.org/vpc>. This web site contains handouts and pamphlets, created by university counseling centers across the country, on a variety of topics including stress and stress management.

# Credits and Disclaimers

This presentation was created by Donald Rosen, Ph.D., Former Director, Texas Woman's University Counseling Center.

This presentation was created for educational purposes only. The TWU Counseling Center does not provide on-going counseling via the internet, telephone, or e-mail.

# Thanks!

Thank you for stopping by to visit this site. We hope you found it useful.

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DENTON DALLAS HOUSTON

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**BEST**

