

QUICK TIPS

Time Management Skills

Think about your behaviors with regard to the statements below:

I do things in priority order.

I accomplish what needs to get done during each day.

I am always on time with assignments.

I use my free time efficiently.

I tackle difficult and unpleasant tasks without procrastinating.

I am working up to my potential.

I spend enough time planning.

I prepare a daily "TO DO" list.

I prioritize my "TO DO" list.

I meet deadlines without rushing at the last minute.

I am up to date on personal paperwork.

I don't let interruptions sidetrack me from my daily tasks.

I know the difference between efficient and effective use of my time.

I don't spend too much time on trivial matters.

I wake up in the morning ready to tackle the tasks of the day.

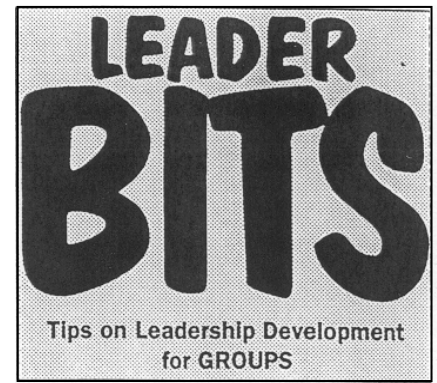
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BITS** is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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The Bank of Time

If you had a bank that credited your account each morning with \$86,400, but carried over no balances from day to day, and allowed you to keep no cash in your account and every morning cancelled whatever part of the amount you had failed to use during the day - what would you do? Draw out every cent - of course.

Well, you have just such a bank and its name is TIME. Every morning it credits you with 86,400 seconds. Every night it writes off as loss whatever of these you have failed to invest to good purpose. It carries no balances. It allows no overdrafts. Each night it closes the record of the passing day. Each day it opens a new account with you.

If you fail to use the day's deposit, the loss is yours. There is no going back. There is no drawing against tomorrow. You are wisest living in the present - on today's deposit.

Invest it so you get the utmost in health, happiness, and success.

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What is time management and why should I care about it?

Managing time means investing your time to get what you decide you want out of life, including what you want out of being a member of a group. This concept of managing time assumes that you have clearly focused values and goals for your work, family, studies, social activities, other people, and most importantly, yourself.

TEN TIPS TO HELP MANAGE YOUR TIME*

PLAN - Start each day by making a general schedule with specific emphasis on one or two things you would like to accomplish - including things that will achieve long-term goals. The more time we spend planning a project, the less total time is required for it.

CONCENTRATE - The amount of time spent on a project is not what counts; it's the amount of uninterrupted time.

TAKE BREAKS - To work for long periods of time can decrease energy, as well as increase stress, tension, and boredom. Switching from a mental task to a physical task can provide relief. Merely resting can also increase your efficiency, reduce tension, and most importantly, benefit your health.

AVOID CLUTTER - In most cases; clutter can hinder concentration and cause frustration and tension. When you find your desk becoming chaotic, take time to organize. Remember you can only effectively work on one thing at a time, so concentrate all of your efforts on the most important one. Clearing or organizing your desk nightly should be standard practice.

AVOID PERFECTIONISM - There is a difference between striving for excellence and for perfection; the first being attainable, gratifying and healthy, while the second is often unattainable, frustrating, and neurotic.

LEARN TO SAY "NO" - Learn to decline, tactfully yet firmly, requests that do not fit with your goals. If you explain that your motivation is not to get out of work, but to save time to do a better job on the really important things, you'll have a good chance of avoiding unproductive tasks.

DON'T PROCRASTINATE - Decide to change your habits immediately, but don't take on too much too quickly.

DELETE TIME WASTING ACTIVITIES/HABITS - If you are wasting your time in activities that bore you, divert you from your real goals, and sap your energy, make changes in a positive direction or delete them from your schedule.

DELEGATE - Learn to delegate the challenging and rewarding tasks, along with sufficient authority to make necessary decisions.

AVOID THE WORKAHOLIC SYNDROME - Don't let work interfere with the really important things in life such as family, friends, and enjoyment.

* A Reader's Digest Reprint - Condensed from "Getting Things Done" by Edward C. Bliss.

Time Budget Formula

The following is a formula for budgeting the number of hours in a week against the amount of work you have. There are 168 hours in a week. Here is a sample of how one spends his/her time:

# of hours for sleep/week @ 8/night for 7 nights	56 hours
# of hours for meals/week @ 3/day for 7 days	21 hours
# of hours for classes/week	16 hours
# of hours for homework @ 4/class for 6 classes	24 hours
# of hours for job/week	<u>15 hours</u>
Total # of hours used	132 hours

Subtract the total number of hours per week used (132) from the total number in a week (168). There are still 36 hours yet to be budgeted. Everyone's schedule is different; so take a few minutes to figure out where your time goes.