



Time Management Strategies



For first-year college students, time management is essential in achieving their goals because the beginning of college brings with it the challenge of independent living and managing their new-found freedom. There's less "seat time" in class each week and more "free time" outside of class, which leaves you with a lot more personal time to manage. Your time is not being closely monitored by school authorities or family members, and you are expected to do more academic work on your own outside of class. So, it's not surprising when research shows the ability to manage time effectively plays a crucial role in college success. Time management should be viewed not only as a college-success strategy but also as a life-management and life-success skill. Below are some strategies to help yourself manage your time and manage your time well:

- 1. Break down time into small units to become more aware about how your time is being spent.** Conduct a time analysis over a period of at least a week by tracking your time and recording what you do and when you do it. By mapping out how you spend time, you become more aware of how much total time you actually have and where it goes, including patches of wasted time during which you get little or nothing accomplished.
- 2. Identify the key tasks you need to accomplish and when you need to accomplish them.** People make lists for all sorts of things: groceries, parties, etc. You can use the same list-making method for school and/or work tasks so that you don't forget to do them or forget to do them on time. To itemize your to-do list, you can use some of the following time-management tools:
 - Cell phone apps (download free apps to use on your phone or utilize your phone's calendar, notes, etc.)
 - Portable planner (you can find these at virtually any store, online or the UCCS bookstore)
 - Stable calendar (you can hang this on your wall in your room to utilize and also have as a large visual aid)
- 3. Rank your tasks in order of their importance.** Once you've itemized your work by listing all tasks you need to do, prioritize them-determine the order in which you will do them. Two criteria standards of judgment can be used to help determine which tasks should be your highest priorities:
 - **Urgency:** Tasks that are closest to the deadlines or due dates should receive high priority.
 - **Gravity:** Tasks that carry the heaviest weight should receive highest priority. For example, if two assignments are due the first day, one is worth 100 points and the other, 10 points, the one worth more should be prioritized for completion first.

Tips to Remember...



- Developing self-awareness about how your time is spent is more than a brainless, clerical activity. When it's done with thoughtful reflection, it becomes an exercise in higher-level thinking. It's also a good values-clarification exercise because it makes us aware of whether we're actually spending our time on those things that we say we really value.
- College professors are more likely than high school teachers to expect you to rely on your course syllabus to keep track of what you have to do and when you have to do it.
- "First things first." Plan your work by placing the most important and most urgent tasks at the top of your list, and work your plan by attacking tasks in the order in which you have listed them.
- If you write it out, you are less likely to block it out and forget about it.