

Managing Your Time as a College Student

Presented by:
Student Success Services

True or False

You can manage your time.



True or False

You can manage time.

FALSE

True or False

You can manage time.

FALSE

**You can only manage your
*behaviors.***

First Step: BE REAL with yourself.

- Identify what **MUST** be done each day.
 - Commitments? Necessities?
- Take a real look at what's left to do and what time you have (and don't panic!)

Second Step: Identify what needs to happen (today? daily? weekly?)

- List it all

Third Step: Prioritize & Organize

- A Planner is your friend!
- The Eisenhower Matrix

The Eisenhower Decision Matrix



Biggest Pitfalls (& Biggest Lies) of Time and Task Management for College Students



Biggest Pitfalls (and Biggest Lies)

- .
- **Failure to prioritize tasks**
THE BIG LIE: *I can get everything done, as long as I just start*

Pitfall: Not Prioritizing

Students who feel overwhelmed by so many tasks to do often just jump blindly into doing “something” when they do begin working. However, you need to prioritize your tasks and your time!

- You might feel good about finishing an assignment that isn't due until 3 days from now...but what about the assignment that was due an hour ago?

A red rectangular stamp with a distressed, ink-like texture. The words "HIGH PRIORITY" are written in bold, uppercase letters, slanted slightly upwards from left to right.

Strategies: Prioritizing

- **Determine what is URGENT and Less Urgent**
 - Know the deadlines for assignments, bills you need to pay, etc.
- **Determine what is IMPORTANT and Less Important**
 - While every point counts, sometimes you might have to choose between an assignment that will heavily affect your grade and one that will have less effect if you don't get it turned in on time or at all.
 - While your grades are important, so is your health, well-being, and family. Life often involves prioritizing some things over others but then doing our best to manage those important but lower priority things.

Tip: Use the Eisenhower Matrix!



Biggest Pitfalls (Biggest Lies)

- Underestimating **time on task**.
THE BIG LIE: *This won't take too long.*

Pitfall: Time on Task

Why do students underestimate time on task (TOT)?

- In college, the assignments have more complex instructions.
- In college, the assignments require more depth of thought and response.
- In college, the assignments require more professionalism in presentation.

“This won’t take too long.”

Strategy: Time on Task

To combat the reasons students underestimate time on task...

3X



Estimate three times as much time per assignment as you did for high school work.

Biggest Pitfalls (and Biggest Lies)

- Mismanagement of **unstructured time**.
THE BIG LIE: *I have plenty of time.*



Pitfall: Unstructured Time

Why do students mismanage their unstructured time?

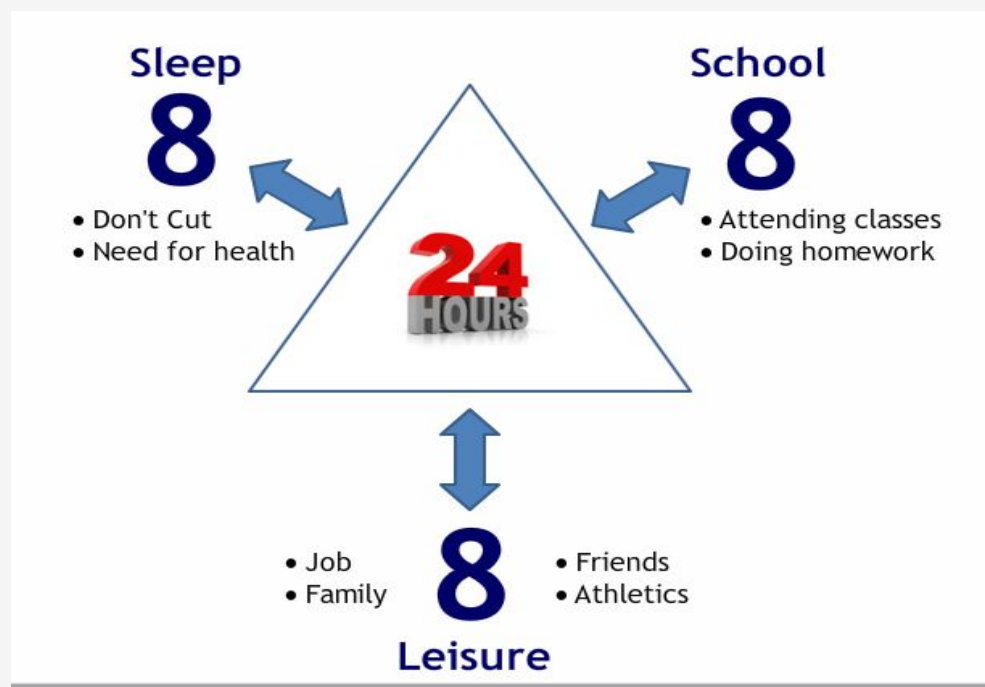
- They have much more “free” time than they did in high school.
- They may not have developed the skills to manage their time.
- They don’t know how much time they should budget per week.

“I have plenty of time.”

	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17
GMT-06							
5am							
6am							
7am							
8am		8 – 9 WRTG 1310		8 – 9 WRTG 1310		8 – 9 WRTG 1310	
9am		9 – 10 HIST 1312		9 – 10 HIST 1312		9 – 10 HIST 1312	
10am			9:25 – 10:40 SPCH 1300		9:25 – 10:40 SPCH 1300		
11am		11 – 12p PSYC 1301		11 – 12p PSYC 1301		11 – 12p PSYC 1301	
12pm			12:15p – 1:30p SOCI 1300		12:15p – 1:30p SOCI 1300		
1pm							
2pm							
3pm							
4pm							



Strategy: Unstructured Time



3 hours in class a day +
5 hours of homework
or studying a day

3MT-06	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17
5am							
6am							
7am							
8am		8 – 9 WRTG 1310		8 – 9 WRTG 1310		8 – 9 WRTG 1310	
9am		9 – 10 HIST 1312	9:25 – 10:40 SPCH 1300	9 – 10 HIST 1312	9:25 – 10:40 SPCH 1300	9 – 10 HIST 1312	9 – 2p Homework and Studying
10am							
11am		11 – 12p PSYC 1301		11 – 12p PSYC 1301		11 – 12p PSYC 1301	
12pm		12p – 5p Homework and Studying	12:15p – 1:30p SOCI 1300	12p – 5p Homework and Studying	12:15p – 1:30p SOCI 1300	12p – 5p Homework and Studying	
1pm			1:30p – 6:30p Homework and Studying		1:30p – 6:30p Homework and Studying		
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

Strategy: Unstructured Time

6 x 5 = 30 hours for
homework and
studying AND you
have your nights
free!

Biggest Pitfalls (and Biggest Lies)

- Lack of **immediate consequence**.
THE BIG LIE: *It isn't worth many points.*

Pitfall: Immediate Consequence

Why do students not feel the immediate consequence of missing an assignment?

- They think it is not worth much of the overall grade.
- They think their professor will drop low grades, give bonus opportunities, or provide extra work.
- They do not understand how their grade is actually calculated.



$$690/1000 = D$$

$$700/1000 = C$$

“It isn’t worth many points.”

Strategies: Immediate Consequence

- **ADOPT THE MANTRA: EVERYTHING COUNTS!**
- Know how the grade is calculated.
- Prioritize weight of assignments.
- **Complete small tasks immediately when possible.**
- Know *your* WHY and the assignment's WHY.

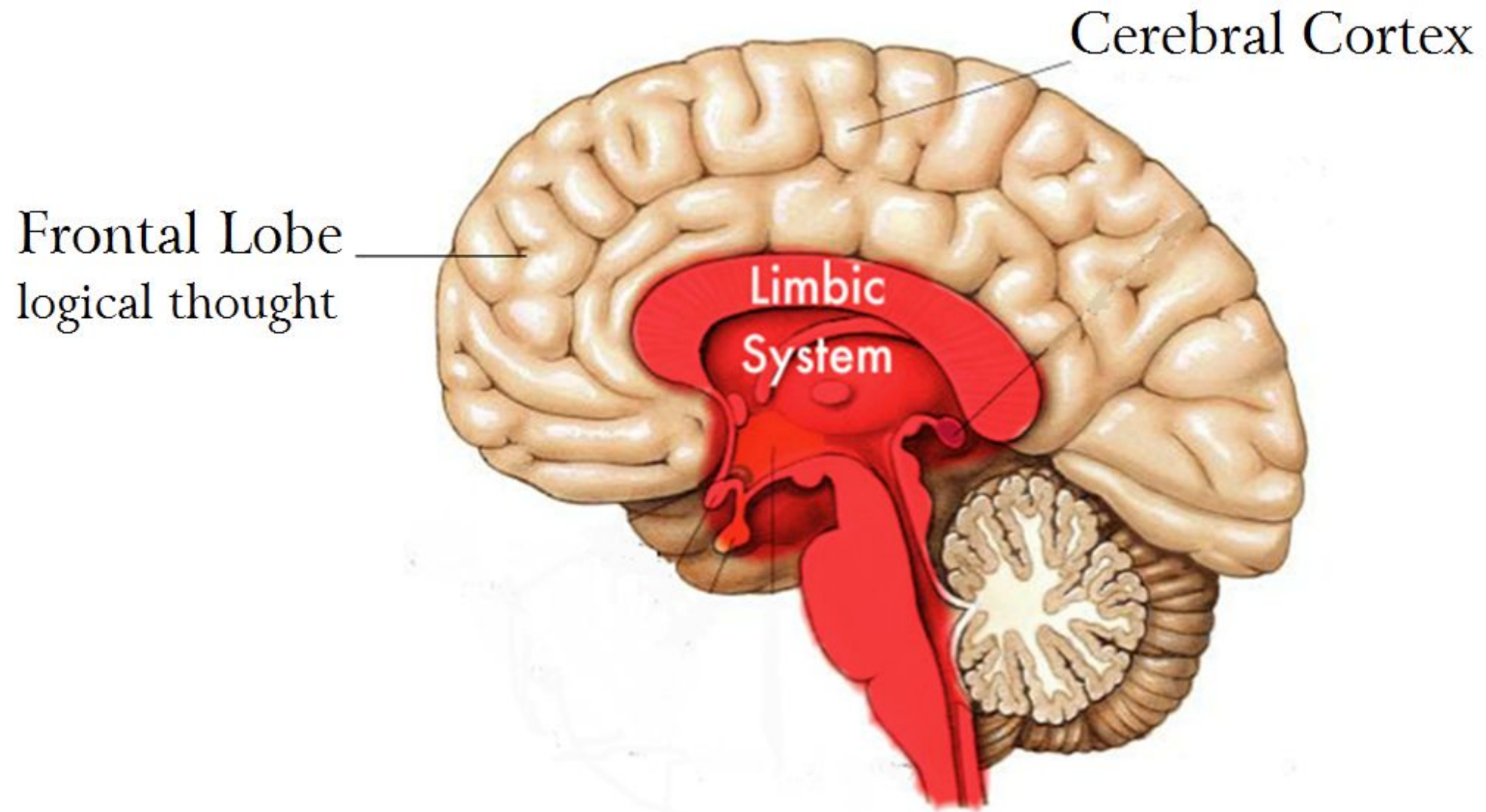
More Strategies:

- Break down large tasks into smaller tasks.
- Space out tasks over time.
- Schedule micro-breaks every 20-30 minutes of work.
- Schedule 5-15-minute breaks every 2 hours of work.
- Develop a daily top three.
- Eat the frog.

But what if I still don't manage my time, I mean, my behaviors well?

Procrastinators, Unite!...well, maybe tomorrow

Procrastination is “a *fight* that is sparked between two parts of the mind when it’s faced with a distasteful activity: a battle of the limbic system (the unconscious zone that includes the pleasure center) and the prefrontal cortex (the internal “planner”). When the limbic system wins, and that’s pretty often, the result is putting off for tomorrow what could (and should) be done today” (Spencer, 2016).



Prefrontal cortex—newer, weaker, separates us from animals, “gets the job done,” not automatic

Limbic system—oldest, most dominant, automatic (Pychyl, 2010)

The Signs of Procrastination (Hazard, 2011)

- Waiting to do things until the last minute
- Not setting or honoring personal deadlines
- Not taking action until a crisis develops
- Not setting daily schedules and goals for one's time
- Not setting personal priorities for accomplishing tasks
- Spending substantial time unproductively doing trivial things
- Saying “yes” to every request and invitation
- Overcommitting, overscheduling
- Doing a task too quickly and sloppily
- Setting perfection as the standard of a task
- Leaving so little time to do a task that one cannot accommodate an emergency
- Not reading or listening to instructions on how to do the task
- Pretending to work on the task
- Not asking others for help

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Which type are you?

10-14 points:

Adrenaline Junkie

6-9 points: Lover of
Living on the Edge

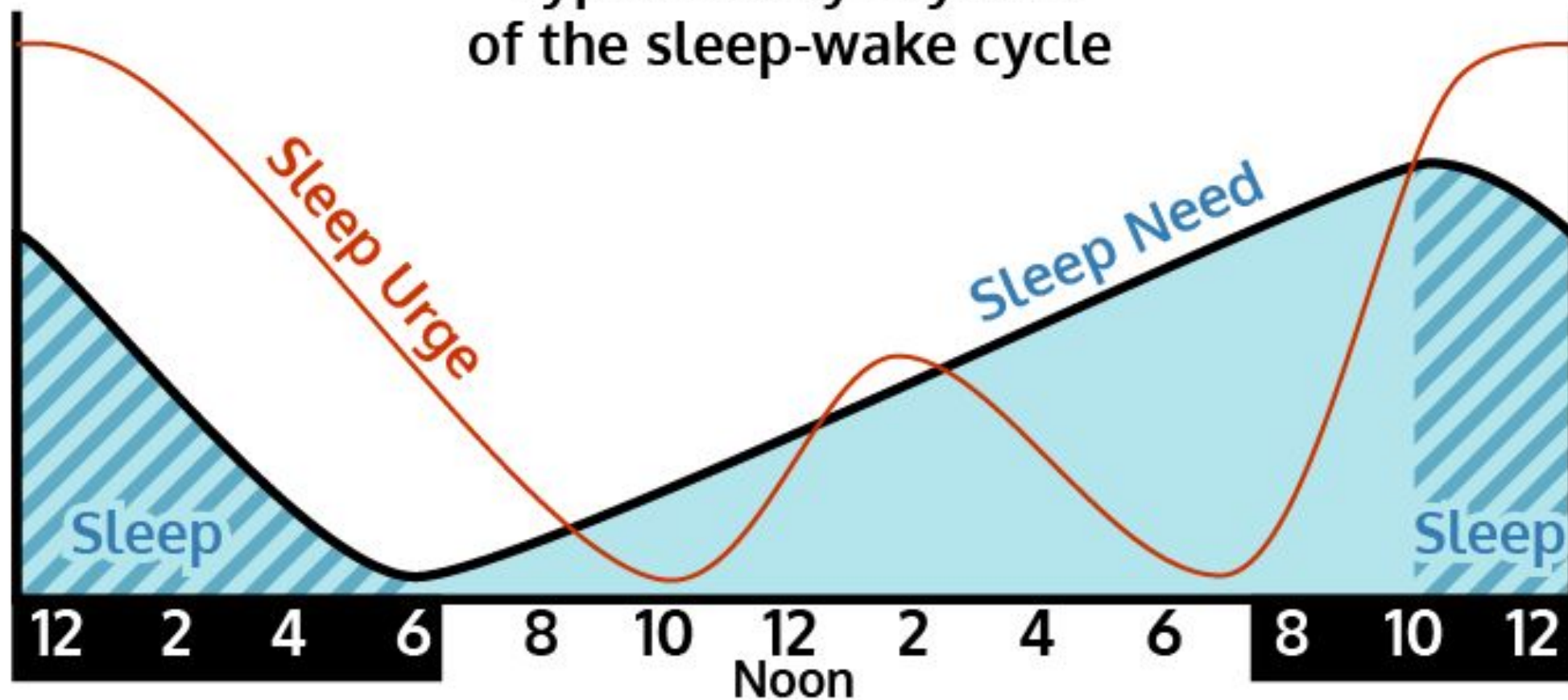
1-5 points:

Putting-it-off Flirt

Strategies For Fighting Procrastination:

- Stop lying to yourself! Get real.
- Use your biology to your advantage.

Typical daily rhythm
of the sleep-wake cycle



Sometimes you have to do **DAMAGE CONTROL!**

- Screwed up? Do what you can.
- Contact your professor – and be honest.
- Accept the consequences - but figure out how to do better in future.
- Make Plan B.

