



STUDENT HEALTH &
WELLNESS SERVICES

Time Management Assessment



Time management is an important aspect of a college students' life. It involves planning how much time we spend on certain activities. Practicing time management skills can help reduce stress and lead to academic success. Many students struggle with time management and procrastination. How would you describe your time management?

The chart below lists some time management skills and practices. Assess your level of time management by answering the following questions.

	Never	Sometimes	Very Often
I complete tasks in order of highest priority to lowest priority.			
I set aside time for planning and scheduling.			
I can estimate how much time I will need for a specific task.			
I allow buffer time in my schedule to deal with the unexpected.			
I use a daily planner (book or electronic) to keep track of the things I need to do.			
If I notice my mind is wandering from my work, I take a break to refocus.			
I set goals to determine what tasks I should work on.			
I begin working on semester long projects early on.			
I am aware of the best time of day or week to work on certain tasks.			
I schedule time for self-care			

Are there any time management strategies that you practice that are not listed? What are they?

Which time management practice(s) listed above would you like to implement in your life?

What are some barriers or things that get in the way when it comes managing your time?

Balancing responsibilities at school, home and work is not always easy. Here are some helpful tips to start implementing time management.

1. SET GOALS:

Set goals that are achievable and measurable. Use the SMART method when setting goals. In essence, make sure the goals you set are Specific, Measurable, Attainable, Relevant, and Timely.

2. PLAN AHEAD

By creating a to-do list and prioritize: Identify what you need to do, and then prioritize the tasks based on when the assignment is due and how much time you need to complete it. This gives you a set plan for the day. Whether it's just a list of priorities or a full schedule for the day, having a plan will ensure that you know what to do and when.

Unless there's a pressing priority, it's important to also consider what sort of work you're in the mood to do.

- Do you feel creative? You may want to prioritize working on a writing assignment.
- Do you feel focused? You could spend time studying for an upcoming exam.

3. SET A TIME LIMIT TO COMPLETE A TASK

Have an idea of how much time is needed to complete a task: Setting time constraints for completing tasks helps you be more focused. Knowing how much time we need for a task can also help to plan efficiently and make buffer time for the unexpected.

5. STAY ORGANIZED:

Utilize your calendar for more long-term time management. Write down the deadlines for projects, or for tasks that are part of completing the overall project. Think about which days might be best to dedicate to specific tasks.

7. USE BREAKS WISELY:

The time between work, classes, activities, and meetings can be used to complete tasks. People who use the Pomodoro Technique, developed in the 1990's, work in short intervals and take short, regular, timed breaks or "Pomodoros." For example, you might use a timer to work in 25-minute sessions, broken up by 5-minute breaks away from your workspace. Take a longer break as needed.

8. TAKE TIME OFF AND PRACTICE SELF-CARE:

It's important to take time for yourself. Long study sessions or chunks of time working on assignments should be broken up with time away from screens or textbooks. You need to give your mind a rest.

4. TAKE A BREAK BETWEEN TASK

When doing a lot of tasks without a break, it is harder to stay focused and motivated. Allow some downtime between tasks to clear your head and refresh yourself. Consider grabbing a brief nap, going for a short walk, or meditating.

6. ESTABLISH ROUTINES AND FIND A CONDUCTIVE STUDY ENVIRONMENT:

A set routine can also help you accomplish the things you need to do. Do you feel more focused if you take a walk or have a snack before studying? Is it helpful to listen to music when you study? Where do you usually study?

9. ASK FOR HELP OR SAY "NO" WHEN YOU HAVE TOO MUCH ON YOUR PLATE:

We can't do it all! While your significant other, family members, or roommates won't be able to study for you, You can ask them to help out around the house. If you feel bad saying no to someone who wants to hang out, see if they are free to hang out during a study break.

10. IDENTIFY TIME WASTERS AND DISTRACTIONS:

It's easy to get distracted. Pay attention to what draws your focus away from your studies and assignments.

- Are you spending too much time checking social media?
- Are you prone to texting and answering personal phone calls while studying?
- Do you find that a lot of time has passed while you aimlessly browse the web?

No matter what is taking your time, set a goal to not engage in that behavior during dedicated study time. Instead, use those activities as a reward for staying focused and accomplishing the tasks you set out to complete.