In school, students are sometimes presented with far more information than they have time to learn. This typically creates anxiety for many students. Since there is more to learn than time to learn, it is crucial for student to become **Time rather than Task driven.** It is to the student's benefit to look at what needs to be done, and then decide how much can be done in the time available before the test.

As such, time management becomes one of the most important strategies for success. In managing time, consider the following tips for developing a realistic and effective time plan.

**Note It.** Document on a scheduler (day, weekly, monthly) what you need to accomplish. If you have never used a scheduler before, it can be a bit labor intensive initially, but there will be a payoff later in terms of time and energy saved.

**Prioritize.** Assign a level (1-must be done, 2-would be nice to finish, 3-not essential to complete). Concentrate on essential tasks.

**Work Time.** Estimate how much time a task requires and how much energy. Set goals accordingly. Try to set realistic deadlines. Schedule demanding tasks when you are "fresh."

**‘Down’ Time.** Schedule relaxation time, and do activities not related to school. Include breaks in your schedule!

**Make decisions based upon what YOU need.** You don't have to study and prepare for exams in the same time frame and manner as your peers. Set your own plans.

**Work out.** Exercise is essential for your learning and academic performance. Acute and chronic stress may adversely affect performance. Working out can help reduce the effects of stress.

**Flexibility.** Unpredicted events sometimes arise, so allow extra time to attend to such matters.

**Survival.** Self-sacrifice and denial are necessary during exam times. It is important to let go of everything that's not absolutely essential.

**Eliminate Time Wasters.** Beware of procrastination (problems getting started). If you can't seem to get going on one subject, move immediately to another.

**Maintain Concentration.** Study during your study time. If you find your concentration waning, take a break and return to studying when you can focus on the tasks at hand.

**Minimize Unscheduled Activities.** Don't be afraid to say "no" to activities that you have not planned. The television and telephone can be tricky -be careful not to let your time be snatched by these diversions.
IDENTIFYING TIME WASTERS. Identify strengths and weaknesses in your time management practices. Assess where your time goes. Sometimes changes are needed. By changing your plan, you can make your life more effective. Consider the following strategies:

Re-Prioritize. You can and may need to alter the importance of the tasks on which you are spending time and energy. As such, it is important to reconsider the number of hours you want to spend on various tasks.

Postpone. It's OK to put certain tasks or activities off. Using this strategy wisely can help you accomplish all that needs to be done in the short and long-run.

Delegate. Ask for assistance. You don't have to do it all. E.g., if you need to attend an appointment, ask someone to take notes for you.

Get Going. Speed it up. Not everything you want to review can be looked at in depth. "Sacrifice excellence for expediency."

Try a New Way. Approach tasks in novel ways. Ask yourself, "Is there another way I can do this?" "Why am I doing this job this way?" "Is there a place where I seem to work more effectively?" Or, you may want to divide tasks differently, leave certain tasks out, and/or spread the task out over different lengths of time.

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