Self-Management

We all have the same 24 hours in a given day. Consider these tips to help you manage the choices you make within the time we have each day.

Make a To-Do List Every Day – Put the most important tasks at the top, even if they’re things you’re not excited about doing. Tackle them first. Include things you want to do on your list too, so you have items you’re looking forward to. Try motivating yourself with a reward if you get to everything on your list.

Pencil in Your Appointments – Find a simple calendar or day-planner to keep track of your appointments, meetings, classes, deadlines, and long-term commitments. There are many online calendars and apps for phones, iPads, and tablets. Select one and use it consistently.

Keep Your Work with You – That way, if you find yourself with extra time – while on the train or bus or waiting for an appointment – you can get something done.

Don’t be Afraid to Say No – It is okay to say no if your friend asks you to go to a movie one night but you have a test the next morning. Instead, find a time that works for both of you and go see the movie then.

Find Your Productive Time – You will be more efficient if you work when you are at your best. Most people have a body rhythm – some in the morning, some late in the afternoon, and others in the early evening. What part of the day do you have the most energy? The most focus?

Create a Dedicated Study Time – Set up a time devoted only to studying or homework. Shut off your phone, and respond to calls or texts when your work is finished. Don’t check e-mail or surf the Web unless it is for the work you are doing during dedicated study time.

Budget Your Time – Figure out how much time you usually spend on your activities and then create a weekly schedule to follow. Determine how much free time you have before you add any commitments. And don’t forget to schedule time to relax.

Don’t Get Sidetracked – If you find yourself wasting time on unimportant things, stop, check your to-do list and get back to what’s at the top. Maybe you’re procrastinating because you’re not sure how to move forward on a school project. If that’s the problem, check with your instructor to clear things up so you can get moving. Be persistent!

Get a Good Night’s Sleep – Your brain needs rest to perform at its peak. If it’s time to sleep, list things you still need to get done on the next day’s to-do list and go to bed.

Adapted from: bigfuture.collegeboard.org, 2013
On Course, Downing?th edition
To-Do List & Monthly Calendar Tool

Use the list and calendar below to start managing your priorities and your use of time. Begin listing items on the To-do list with the most urgent at or near the top. You may decide to simply assign each task a number indicating a priority. Items not completed today can then be moved to the “Tomorrow” list. Then place important deadlines and meetings on the monthly calendar. Transfer these important appointments and deadlines to a permanent calendar solution.

**To-do Today:**

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**To-do Tomorrow:**

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