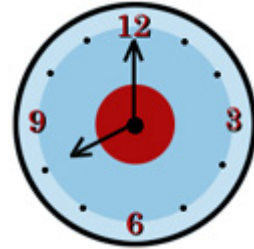




8.3 Time Management Facts

Time is a valuable resource, a most precious commodity. Every human on earth — Bill Gates, Oprah Winfrey and you — all have the same amount of time.

- 60 seconds in a minute
- 60 minutes in an hour
- 24 hours in a day
- 168 hours in a week
- Time cannot be saved or stored.
- It is not how much we have but rather the way we use it.
- The bottom line is how well we use it.



Time management is the act of controlling events. We are the heart of time management.

- Essentially everything we do requires time.
- Some events/activities are externally controlled — meetings, family obligations, work duties.
- Other activities are internally controlled — chatting on the phone, commitment to a club or project.

Good time management involves the following.

- Setting smart goals that can be realistically accomplished.
- Establishing priorities.
- Assuming full responsibility for the use or abuse of your valuable resource called time.

Time management is more than just managing our time; it is managing ourselves in relation to time. It is setting priorities and taking charge of your situation and time usage. It means changing those habits or activities that cause us to waste time. It is being willing to experiment with different methods, such as learning how to delegate effectively and using SBAR, which will enable you to find the best way to make maximum use of time.

Essentials of Time Management

- **Do not create impossible situations.**
 - Attempting to work a full 40-hour week and taking a full academic load (12 hours) is an impossible situation.
 - Review your outside obligations.
 - Examine each of these realistically as you prepare your schedule.



- **Define your priorities.**
 - All successful time management begins with planning.
 - Use a weekly calendar and a daily “To Do” list.
 - Write down all of the things you want to accomplish today, including personal activities such as phone calls and shopping.
 - This list is a reminder.
 - Use it to set daily priorities. What must be done today? What can wait?
 - Write a new list each morning.
 - Use it to visualize what you must do in that new day to provide focus to your day’s activities.
- **Avoid distractions and lack of focus.**
 - Identify areas of wasteful use of time.
 - Do you put off doing important tasks? That is called procrastination.
 - There is a complete procrastination segment available on the Web site listed at the bottom of the page. It offers suggestions to rein in that wasteful habit.

Deterrents to time management include the following.

- **Feeling overwhelmed** by the current crisis or imminent deadline. Crisis management, or lack of, leaves no time for routine matters or for enjoyment of the simpler things in life.
- **Floundering**, which can include boredom, daydreaming, stress, guilt, anger and frustration, all reduce concentration and focus on what needs to be completed.
- **Stress**, can possibly lead to sickness that will definitely blow your schedule apart.

Are you assuming responsibility for managing your most valuable commodity, time?

- Do you avoid a noisy disruptive atmosphere when you study?
- Do you discipline yourself to turn off the ringer on your phone or limit your television watching?
- Do friends drop in and unintentionally pull you from your established priorities?
- Avoid distractions and temptations to put aside your carefully planned schedule of “To Do” prioritized lists.

