

STUDYSMART GUIDE - TIME MANAGEMENT

Time management is learning to plan out your available time and control the amount of time you spend on specific tasks in order to work more efficiently. Time is the most valuable resource you have. Once it's gone, it's gone forever, so learning to manage it is a critical skill.

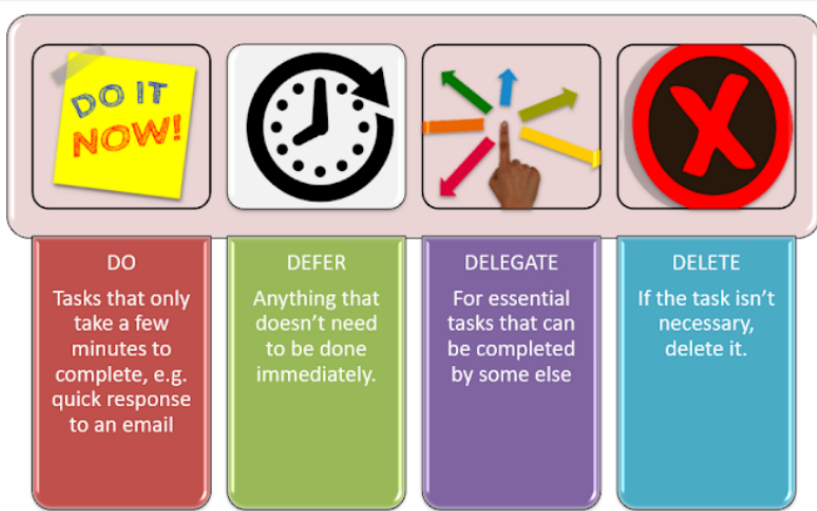
The Eisenhower Decision-Matrix



Former president Dwight Eisenhower realized most urgent things in life aren't important. He developed the 4-quadrant matrix to illustrate where we spend our time.

- Quadrant 1: Tasks that are important and urgent, things like putting out fire fires and completing a report on time.
- Quadrant 2: Tasks that are important but not urgent. These tasks require commitment to complete over time.
- Quadrant 3: Tasks that are urgent but not important, like unimportant phone calls or unnecessary meetings.
- Quadrant 4: Tasks that aren't important or urgent, things like working on an unnecessary report or watching TV.

Use the 4 D's of Time Management



Vocabulary

- Daily Planning
- Deadline
- Delegation
- Goal Setting
- Interruption
- Multi-Tasking
- Stress
- The 20/80 Rule
- Time
- Time Log
- Time Management
- To Do List
- Virtual Assistant



[LINK TO DEFINITIONS](#)

Benefits of Time Management

- Getting more done in less time
- Reducing stress
- Establish priorities
- Preventing procrastination
- Improving decision -making skills

Steps to Manage Your Time

- Set goals! Set a goal - for a day, a week, a month, or a year. Decide what tasks must be done in order to achieve your goal. Estimate how long it will take to complete each task and allow enough time to complete the task correctly.
- Make a daily "To Do" list. Write down and rate the items that you intend to accomplish for the day. Cross off as completed.
- Observe how you spend your time by keeping a time log. Set up a daily schedule so you will stay on task.
- Make a master schedule for fixed activities for the week to tell you what time is committed. This should include sleeping, dressing, eating, travel time, classes, homework, chores, clubs and activities, sports, friends and family. You only need to write it down once, and then make changes as needed. The master schedule will help you identify hours, which are "free" that you have control over.
- Keep a running list of assignments to keep track of what needs to be done. Note any due dates, the time required and importance.
- Don't procrastinate. Postponing work on a project makes you feel pressured for time. Schedule it now and get it done.
- Prevent interruptions as they cause you to lose time. Avoid places where you will be easily interrupted.
- Make use of small amounts of time. even 15 or 30 minutes of time are enough to accomplish some tasks or parts of a large project.
- Reward yourself for success! After successfully completing a priority task, treat yourself to something you enjoy!



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