

Set Goals

Having goals are important. Once you have a goal, you can determine with each decision that you make whether you are moving closer or further away to what you hope to achieve. It will also help you to evaluate whether the time you are currently spending is being spent efficiently. When you think of your goals, consider your professional goals, personal relationships, recreation time, and relaxation time. When you are setting goals, it's important to:

- Make sure you set goals that you can realistically reach.
- Break your big goals up into bite-sized chunks.
- Set goals that you can measure in some way.
- Set a specific time-frame to achieve your goals.
- Write your goals down.

Identify your Time-Related Needs and Preferences

Body rhythms and habits affect how each person deals with time. A mismatch between your habits and your schedule causes stress and drains energy. Try to create a schedule that maximizes your strengths and cuts down on stress. To better understand your time related needs and preferences, ask yourself these questions:

- At what time of day do I have the most energy?
- At what time of day do I have the least energy?
- Do I tend to be early, on time, or late?
- Do I focus well for long stretches or need regular breaks?
- Did I do everything I had to do on time?
- Did I need to rush to get things done?
- What kept me from finishing tasks?
- At what times of day was I most and least productive?

Create a Time Log

For three days, in 15 minute blocks of time, record your activities. Carry the log with you. After the three days, total up the time for your daily activities. Evaluate how you are spending your time. If your activities are not consistent with your long term and short term goals then change them.

Prioritize Events

- A for things that have to be done, B for things you would like to do, C for things that can be put off.
- Organize your day. Concentrate on all of your "A" activities and schedule time for them, then B, and C
- Keep it flexible, your top priority activities may take longer than expected. If this happens, reschedule B and C activities for another day.
- Know your peak times. Everyone has a certain time of day when he or she is more alert.
- Make it a top priority to do something you enjoy everyday.
- Do not work on C activities until all your As and Bs are done.
- Before you leave work write down the most important things you need to do the next day with the most important task at the top of your list. The next morning work immediately on the first item at the top of your list and don't stop until it is finished.
- Schedule time for relaxation

Use a Planner

Schedules help you gain control of your life in two ways. They provide segments of time for tasks related to the fulfillment of your goals, and they remind you of tasks, events, due dates, responsibilities, and deadlines.

- Bring it to class to write down assignments as they are assigned.
- Note the following events and commitments:
 - Test and quiz dates; due dates for papers, projects, and presentations
 - Details of your academic schedule, including quarter and holiday breaks
 - Club and organizational meetings
 - Personal items; medical appointments, due dates for bills, birthdays, social events
 - Milestones toward a goal
 - Preparation time for class
- Make sure you schedule time for fun, exercise, social activities, family, etc.
- Be sure to leave enough time to reschedule something if needed.
- Check off activities as you complete them.

Make a To Do List

- People who say, "I don't have time to plan," are usually the ones who need it the most. One hour spent in effective planning saves three to four hours of execution.
- Make and use to do lists to eliminate time wasters.
- Write your To- do items on a separate piece of paper so you can set priorities.
- Then, transfer the items you plan to accomplish each day to open time periods in your planner.