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Centennial Student Union 173
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Time Management

Feeling stressed out? Overwhelmed? Not enough time to do everything you need to? Chances are that you could find ways to do things more efficiently that would enable you to control your time, get more done, and feel less stressed.

Tips

First, Prioritizing
Prioritizing is the key to time management. It's also about being strategic about your day and your time.

1. Each morning get into the routine of taking 5 minutes to write down everything you wish to accomplish. The time you spend doing this will save you more time in the end.

2. Next, prioritize those things according to what Steven Covey calls "Urgent AND Important". Write an "A" in front of those things most urgent and important, "B" in front of those less so, and "C" in front of smaller items or less important tasks.

3. Focus on your "A's" all day. Whenever you find yourself slacking or being distracted, refer to your sheet and go back to your "A" list. This is called "Working Your A's Off".

4. Once you're done with your "A's", go the "B" list, etc. At the end of the day you may not have accomplished everything, but you'll have accomplished the most important things.

Next, let's talk about Time Wasters

The biggest threats to good time management are time wasters. They occupy your mind, and you may even feel like you're "doing something", but you're not being productive. These include anything not DIRECTLY related to your tasks, but commonly include social media, email, gaming, and socializing. Instead of swearing off these things completely – which is unrealistic – simply schedule when you will do this. For example, commit to only checking Facebook once a day, or reward yourself with 15 minutes of LinkedIn after you accomplish a big "A" list item.

General Tips

Below are listed a few tips to help you with time management. The key is not to try and do everything on this list, but realistically, pick 2 or 3 things that you can do which will make a difference.

• Keep a calendar! This helps you visually plan ahead. Write down due dates in it immediately, and also warning dates a few days before larger tasks are due.

• Handle paper and emails once. Once you read something, either respond to it NOW or throw it out so you don't end up shuffling paper around on your desk or paging through hundreds of unnecessary emails.

• Be realistic. If you've been unable to study in your room or at your house in the past, today probably won't be any different. Go to the library or find a quiet place with few distractions. Turn the sound off on your mobile devices and notifications and focus on the task at hand.

• Learn to say "NO". To additional commitments. To socializing. To other distractions.

• Take care of yourself. A well-rested and healthy you will be more productive.

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