Time Management Tips

Get organized
- Prioritize what needs to be done both short and long term.
- Buy a good academic planner. Choose one that is separated into months and days or use an electronic calendar. You can also print-out the ASC Time Management Worksheet **here.**
- Plan your study time by multiplying your total credit hours by two. This will give you an estimate of how much time you should allocate towards studying each week.
- Keep your calendar handy so you can schedule new appointments and avoid being overbooked.
- Enter all your deadlines on your monthly calendar.
- Use different colored pens or markers to distinguish different classes.

Procrastination

Why do we procrastinate?
- Poor Time Management
- Difficulty Concentrating
- Fear and Anxiety
- Negative Self-beliefs
- Unrealistic Expectations & Perfectionism

"Just one more video game, TV episode, etc. then I'll get going."

How to Beat Procrastination
1. Recognize when you are Procrastinating
   a. Become aware of your favorite procrastination tactics and learn to catch yourself as soon as you start to wander off.
2. Break Inertia
   a. Do small things to get yourself started! (e.g., write the first sentence of your term paper).
3. Divide project into small manageable pieces
   a. Take one step at a time. Make use of small chunks of time. Writing a few lines now may inspire you to do more later.
4. Set reachable sub-goals that are specific
   a. Saying "read 20 pages of Chapter 5 by 8pm" sounds better than saying "do some studying later." This helps to gain a sense of accomplishment.
5. Don't sabotage yourself
   a. Set up your environment with as few distractions as possible. Arrange your work space the way you like it and work at times when you have peak energy.
6. Reward non-procrastinating behavior
   a. You've finally made a dent in that paper you have been putting off. Give yourself a little reward.
7. Enjoy Your FREEDOM
8. When you complete an unpleasant task, take time and feel how nice it is to have it over and done with.

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