

UIW School of Professional Studies
Office of Student Success
Successful Practices Series



TIME - Our Most Valuable Resource

- More than money, **TIME** is our most valuable resource or asset
- Once it is spent, it is the only resource we are unable to replenish
- When not managed appropriately, it “feels” like we do not have enough of it – **TIME**.

The truth is this...**WE ALL HAVE ENOUGH TIME.**

The question is this...**DO WE MANAGE IT PROPERLY?**



What is **TIME MANAGEMENT**?

- It is a “budget” for your time.
- It is an intentional plan for accomplishing tasks each day.
- It is the set of skills or techniques we use to meet our time-bound goals.

GAINS

Greater productivity and efficiency

Less of the "bad stress"

A better personal, academic, and professional reputation

Increased opportunities for advancement

Success achieving important life and career goals

LOSSES

Inefficiency and unproductivity

Lots of the "bad stress"

A poor personal, academic, and professional reputation

Missed deadlines

Poor work quality

What affects **TIME MANAGEMENT**?

- Your unique perspective on time and time management is shaped in different ways:
 - Culturally
 - Different upbringings
- A negative view of performing certain tasks or activities
 - Working out – “I don’t really have the time to fit that in today.”
 - Homework Assignments – “It’s such a big assignment, I don’t really have the time to fit that in today.”
 - Job – “I’m so overwhelmed. There is no way I have the time to finish all of this.”
- Procrastination
- No consistency in daily scheduling

Success Tips for Effective **TIME MANAGEMENT**

- **Focus on one thing at a time.**
 - Multitasking can dilute your attention and may not be as efficient as concentrating on one task at a time. The more complex the task the more concentrated attention is required.
- **Prioritize your tasks.**
 - There will be times when all tasks simply cannot be completed in the amount of time that you have available. In those cases, prioritizing and completing the most pressing tasks first is necessary.
- **Access your community.**
 - If you are having difficulty balancing your school, work, and personal schedule, reach out to family, friends, and coworkers for help. A good support system is invaluable during your educational journey.

Success Tips for Effective **TIME MANAGEMENT**

- **Do NOT PROCRASTINATE and leave unenjoyable assignments until the last minute.**
 - Get them done in a timely manner and reward yourself for the accomplishment. One suggestion is to complete less enjoyable tasks first to get them out of the way. Your motivation to complete them is getting to the more enjoyable tasks.
- **Make a realistic daily schedule and to-do list based on the amount of time needed for each task.**
 - Write out, print out, or plug it into your phone each day and refer to it to stay focused on what must be completed. Periodically check your progress and adjust the schedule as needed. Identify specific times for phone calls, meetings, and other duties. If a task is not completed, move it to your list for the following day. If the same task repeatedly gets moved to the next day, it is most likely **PROCRASTINATION**.
- **Assess the amount of time each task requires.**
 - Schedule a task you have the appropriate amount of time for it, and reserve that time for the task.

Success Tips for Effective **TIME MANAGEMENT**

- **Determine your most productive time of day.**
 - Knowing your “PEAK TIME” is very important.
 - Use that time to complete the most important tasks. Routine tasks should be accomplished during lower-energy periods.
- **Establish a weekly game plan.**
 - Determine projects and goals on a weekly basis and then break them down into daily tasks. Pay special attention to “crunch time” when exams are coming up or when a major paper or project is due.
- **Leave room to “call an audible.”**
 - This phrase is used quite a bit in the sport of football. However, this is also an important time management tip. Life happens. Sometimes you have to “call an audible,” switch up the game plan, and make a last minute change. It is okay! Just account for the time.

Tools for **TIME MANAGEMENT**

- **Find the right time management tool for YOU.**
 - All time management tools are not equal.
 - Think about your preference (i.e. in writing, computerized, etc.)
- **Conduct an online search for time management tools and explore your options.**
 - Shop around! This is your life we are talking about.
- **Try some of the tools out for a week or two.**
 - Reflect on the effectiveness of the tool in managing your daily schedule.



Contact Us!

If you would like to schedule an appointment with one of our staff members:

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