

# Time Management

## Leadership One-Sheet



**Time Management** (n) The act of making the best use of your time by organizing your tasks, prioritizing, and using free time effectively.

**Procrastination** (n) The antithesis of time management. Fight it.

Procrastination is a real obstacle to managing time well. It is one of the worst enemies of success. The following are ways to combat it...

- Try doing the most unpleasant task in your day or weekend first.
- If you work best under pressure of a deadline, impose one on yourself.
- Divide large tasks into small pieces that can be accomplished individually.
- Promise yourself a reward for accomplishing an unpleasant task.
- Convince yourself that choosing the easy way out and avoiding unpleasant tasks is detrimental to your ability to achieve the goals you have set yourself.
- Write out all separate tasks that are part of a project. Delegate when you can.
- Don't be fooled into thinking that you always need large, uninterrupted blocks of time to make progress in an important project.
- Use "to do" lists and put them in order of priority.
- Do what you can for the day and don't criticize yourself when the lowest priority items have not been completed.
- The trick is to complete the highest priorities first.
- Don't get misled into thinking you have had a really productive day when all you have done is a series of activities from the bottom of your priority list.

Davis, Sandra. *How to Overcome Procrastination*. New York: McGraw-Hill, Inc.

- Determine your best time of day to study.
- Do it now.
- Fight procrastination.
- Examine your procrastination patterns and break them.
- Set deadlines for yourself.
- Write out your short and long term goals.
- Concentrate on one thing at a time.
- Reward yourself after you have done your work.
- Plan to take a 20 minute study break per study hour.
- Divide big assignments into small pieces.
- Make a commitment to someone about plans for your assignment.
- Start with an easy part of the task.
- When you get bored with something you are studying, change the subject.
- Learn to discipline yourself and feel good about it.
- Eliminate non-productive activities as soon as you realize them.
- Write down all assignments and due dates on a calendar.
- Fill your time so that you work for results and not activities.

More information is available from:

Office of Student Life & Leadership Development, College of San Mateo

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San Mateo, CA 94402

<http://collegeofsanmateo.edu/studentlife>

The information contained on these One-sheets has been adapted for College of San Mateo from the following sources: University of Miami, University of Michigan; Campus Programming Magazine; Mercer University; and Southern Methodist University