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.


• 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
1700 W. Hillsdale Blvd
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