

Time Management

Managing your time can seem like a really overwhelming, impossible task. You want to get started but are unsure how to move forward effectively. This worksheet is designed to help you plan and manage your time in a number of different ways, allowing you to ultimately form time management strategies that work for you! Remember, everyone has the same hours in a week, and managing those hours effectively can help you become your most successful self!

Format A- “The List Maker”

A lot of people find that making a list of important tasks that need to be completed on daily, weekly and monthly basis’s an effective time management technique. Making a list helps many people visually see the tasks ahead of them and brings a sense of accomplishment when a task can be crossed off. Below are several different formats for list making, followed by tips for effective list making.

Daily List

First, write out all of the tasks that need to be completed throughout the day, listing everything from household to academic tasks.

Today I want to accomplish-

- Laundry
- Complete assignment 10 for English
- Walk my dog
- Clean Kitchen
- Respond to missed emails
- Read Chapter 13 for Earth Science
- Create Flashcards for Econ
- Call Mom

After writing the tasks that need to be completed today, then organize the tasks into similar categories, such as household, academic, career, and personal.

Household	Academic	Career	Personal
-Laundry	-Assignment 10	-Respond to Missed Emails	-Walk Dog
-Clean Kitchen	-Read Chapter 13		-Call Mom
	-Econ Flashcards		

For example, using the tasks above, the assignment 10 is due tomorrow morning, your roommate is coming home tonight and the kitchen should be clean beforehand, you have a quiz on chapter 13 at the end of the week, and in two weeks is your first exam for econ, and so on. Assign numbers to each task according to which is most important to least important.

Household	Academic	Career	Personal
-Laundry 7	-Assignment 10 1	-Respond to Missed Emails 6	-Walk Dog 5
-Clean Kitchen 2	-Read Chapter 13 3		-Call Mom 8
	-Econ Flashcards 4		

Following this step, you then complete your tasks IN ORDER throughout the day, marking each of them off as you go. Feel free to take a break or two in between tasks so the day can be balanced and productive without being stressful!

Format:

List

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Household	Academic	Career	Personal

Tips For List Makers

- **Set out a certain amount of time each day to make your list. This should be around the same time every day to create routine. For example, waking up and creating your list before breakfast, or completing your list for the following day before bed.**
- **Focus on the task at hand! Try to stick to one task at a time before moving to your less important tasks in the day so you can give each task the time it deserves!**
- **Sometimes life gets in the way and your list will not be finished by the end of the day. That is ok! Take a breath and realize that you can be proud of the tasks you did complete.**
- **Get a planner, notebook, journal, calendar or other designated place for your list so you can visually see your tasks, don't just keep them in your head!**
- **This format of list making can be modified for weekly or monthly lists as well.**

Format B- It's All in the Routine!

Some people thrive when given a schedule. Routine makers follow a number of daily habits or schedules in order to manage their time effectively. Many of these people express that their routines hold them accountable. Using this method of time management relies on time! Below is an example of a routine time manager.

Forming the Routine:

The most important aspect of forming routines is being realistic and practical. Holding yourself to a strict schedule can be demanding, and without flexibility in a routine it can cause unnecessary stress. To create the routine, we will rely on a timetable. This will include not only the tasks that need to be completed on this day, but also the time and order of things such as waking up, getting ready for the day, eating meals, household tasks, and personal time. Below, is an example routine using the previously mentioned tasks.

My Day

-8:00 am: Wake up, brush teeth and hair, wash face. Take the dog out.

-9:00 am: Workout followed by breakfast.

-10:00 am: Respond to work emails, water plants and clean kitchen

-11:00 am: Work on Assignment 10 for English

-12:00 pm: Eat lunch and call Mom

-1:00 pm: Start Laundry and read Chapter 13 for Earth Science

-2:00 pm: Break!

-3:00 pm: Take dog for a walk

-4:00 pm: Create Econ flashcards

-5:00 pm: Start dinner

-6:00 pm: Eat dinner

-7:00 pm: Clean kitchen and take dog out

-8:00-10:00 pm: Personal time!

-11:00 pm: Wash face, brush teeth and go to bed!

In this routine, the tasks should be completed by or around that hour. Obviously, if something takes longer in the routine, the schedule can be adjusted and changed. Routines are most effective when they create structure to your day and not stress! For this example, hours were used to help the routine follower visualize their day. The amount of time can be moved around or shifted, such as scheduling something for thirty minutes and something else for multiple hours! Below is a routine starter where you can fill out the hours in the left column, with your tasks in the right column. It is made to be flexible and easily modified to fit your unique routine!

6. What is something you can do every day to help you accomplish needed tasks that you do not do now? This could be a small habit, like only using your bed for sleeping and not studying!

7. How do you feel when you start a task? Do you feel confident or overwhelmed?

8. What helps you relieve anxieties surrounding academic, career, and daily tasks?

9. What is something you do for yourself every day?

Tips and Tricks:

- **Avoid multitasking. This has been proven to be ineffective.**
- **Turn off and put away distractions! No one can focus with their phone next to them!**
- **Create specific spaces for specific tasks. While you might want flexibility in your schedule, dedicating specific spaces of your home to things like academics and work, aka a desk or similar workspace, is beneficial to your brain!**
- **Avoid working from your bed! Your brain will find it difficult to sleep once it is trained to focus and work from bed.**
- **Get as much sleep as possible.**
- **Be kind to yourself! Let yourself have a balance between work and personal time.**
- **Hold yourself accountable. Try to dedicate an amount of time every day to do certain tasks like homework or chores.**
- **Avoid procrastination by dividing tasks into smaller, more manageable tasks, for example, writing a paragraph at a time instead of a whole paper, completing one math problem compared to the entire assignment.**
- **Be realistic! You are one person with only so many hours in the day, prioritize the most important tasks and work on those first!**