



Time Management

One always has time enough, if one will apply it well.

- Johann Wolfgang von Goethe

Schedule Everything! Use a calendar to write down class times, work times, social events, study time, etc. Build some flexibility into your schedule to give yourself time to deal with interruptions and some time to play!

- Long Term Schedule – Monthly schedule of fixed commitments (class, work, meetings, etc.)
- Intermediate Schedule – Weekly schedule of major events and work to be accomplished (Quiz on Wednesday, Basketball game on Thursday, Read 100 pages for NUR 263 by Friday, etc.)
- Short Term Schedule – Daily schedule of what needs to be accomplished that day (Read Chapters 5 and 6, Grocery Store, Review NURS 350 lecture, etc.)

Be Realistic. Don't under or over estimate time needed to complete a task; however, it is better to have extra time left over than to make up for 'lost' time. This will take practice!

Use a To Do List. Start tomorrow at the end of today by planning what you need to accomplish. Prioritize the list to make sure you get the immediate tasks done. There is always tomorrow if your schedule doesn't work on a particular day, but make sure you carry over all of the tasks that you did not complete to your plan for the next day.

Do the Tough Stuff First. Once the worst part is over, the rest will come easily; however, if the tough part is stopping you from getting started, start with easier tasks to work towards getting the job done.

Break Tasks Down into Smaller Parts. This will make it easier to fit your assignments into your schedule. You will also feel a sense of accomplishment when you complete each part.

Learn to Say No. Good time management may require you to turn down social events or extra work in order to stay on track with the tasks you need to accomplish. Don't be afraid to say "I can't now, but I can...(insert time/day here)."

Good Time Management = Good Organization. Establish a routine to help you accomplish your goals. Remember that big messes start with little piles so try to put things away as you finish them to avoid clutter and make it faster and easier for you to complete your other tasks.