



Time-Management & Self-Discipline

What is time-management?

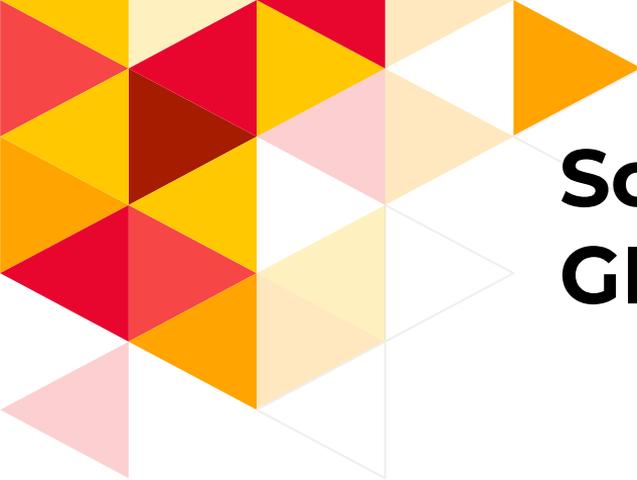
“Time management is your ability to plan and control how you spend the hours in your day to accomplish your goals.”



Why time-management is important?

1. Time is limited
2. You can accomplish more with less effort
3. Improved decision-making ability
4. Reduces stress
5. You have free time





Scheduling: The Road Map or GPS for Time management

Benefits of Scheduling

1. Scheduling helps avoid procrastination
 - ❖ Gives you a set time to do each task and helps avoid putting off things that you dislike
2. Helps stay on top of things
 - ❖ Keeps you up to date and helps avoid last-minute cramming
3. Helps balance life with school
 - ❖ Scheduling things you need to do creates more time to do things you want to do



Scheduling: The Road Map or GPS for Time management

Benefits of Scheduling

4. Scheduling keeps you in control

- ❖ As the creator of your schedule you set your priorities and times to do things

5. Having a schedule saves time

- ❖ Your schedule is a guide, telling you what to do next and assuring you that everything will get done

Poll

On average how many hours do you think Isabel, Gisselle, and Monica sleep in college?



Poll

On average, how many hours of sleep do you think that college students get per night?



BAD Time Management / Self-Discipline Habits

- ◀ Procrastination



BAD Time Management / Self-Discipline Habits

- ◀ Sleep / Long Naps / All Nighters
 - ▶ Bad sleep habits as a result of procrastination
 - ▶ Power naps
 - ▶ Repercussions of all-nighters (not worth it)

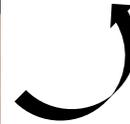
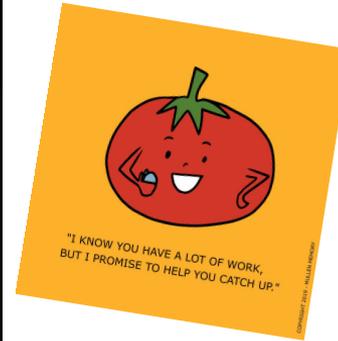


GOOD Time Management / Self-Discipline Habits

- ◀ Have a routine/structure
 - ▶ Time log
 - ▶ To do list
 - ▶ Planner
 - ▶ White Board
 - ▶ Reminders
 - ▶ Google Calendar
 - ▶ AntPlanner
- ◀ Prioritizing
- ◀ Learn to say No



Pomodoro Method



Principles of Scheduling Student Survival Kit

1. Make use of daylight hours
2. Study before a class in which discussion is required or pop quizzes are frequently given
3. Study immediately after lecture classes
4. Study at the same time every day
5. Plan enough time to study

Principles of Scheduling Student Survival Kit

6. Space your study periods
7. List activities according to priorities
8. Study during your prime time
9. Leave unscheduled time for flexibility
10. Analyze your use of time

QUESTIONS?

