



Goal Setting and Time Management

Many students discover the need to develop or hone their time management skills when they arrive at college. Unlike high school where teachers frequently structured your assignments and classes filled your day, in college, you will have less in-class time, more outside of class work, and a great deal of freedom and flexibility.

When you put new time management strategies to use, you will

- Gain time
- Improve your motivation and initiative
- Develop alternatives to procrastination
- Structure review habits and improve long term retention
- Avoid long cramming sessions and sleepless nights
- Ease your anxiety and lower your stress

Creating To-Do Lists

- *Each day write a list of things to be accomplished beginning with high priority tasks.*
- *Check off or put a line through each task when it is completed. This illustrates a person's progress throughout the day.*
- *A to-do list is a simple tool to employ when it comes to organizing a day's work.*
- *A to-do list must be flexible. For instance, sometimes deadlines for projects are moved up creating the need to move items around on the to-do list.*
- *A to-do list can include fun activities. In fact, writing down a leisure activity on a to-do list is a great way of making sure that relaxation time is incorporated into a day.*

Setting Priorities

- *In setting priorities for the day, take the time to decide which tasks need to be completed right away.*
- *A person should review all of the tasks that they need to complete, in order to decide how much time to dedicate to each one.*
- *If a person is assigned a time-consuming project, they may want to break the work up into manageable portions to be worked on over time.*
- *The arrival of an unexpected assignment means that the day's work priorities will likely need to be adjusted in order finish items on schedule.*
- *Setting priorities is a great way to organize work hours as well as make the most productive use of them.*

Meeting Deadlines

- *If a person writes down project deadlines as well as keeps them on hand, he or she will always know what work needs to be completed and when.*
- *Before jumping into a work project, a person would be wise to review all aspects of it. An overall understanding of the project will give the person some insight on how much work time to set aside for it.*
- *A person should endeavor to finish a project before its deadline in order to have some extra time for last minute changes.*
- *When it comes to meeting a project deadline, planning a time schedule to complete the work is essential.*
- *A person who meets project deadlines is demonstrating professionalism to clients, bosses, and coworkers around them.*

Setting Goals and Achieving Them

- *Setting goals and then writing them down is an effective way for a person to focus his or her efforts.*
- *Setting goals can help a person learn how to better organize their time. For instance, setting a goal to finish a project two days before its deadline teaches a person to use their work time effectively.*
- *Setting a goal and achieving it lends confidence to a person in all areas of their work.*
- *Once a goal is achieved, it usually inspires a person to set a higher goal, which improves work performance.*

Organize and Develop a Daily Routine

- *When facing a heavy workload, a daily routine can help with organization.*
- *When a person develops a daily routine, it helps to balance the amount of time that is dedicated to each task or work project.*
- *A written daily schedule can help to focus a person's efforts on one task at a time.*
- *A daily routine must sometimes be adjusted to allow for unexpected occurrences or projects that consume more time than expected.*

Make Decisions More Efficiently

- *An important part of time management is deciding how to spend one's time. In other words, a person shouldn't try to accomplish everything in one day, but instead choose a few things to focus on.*
- *Endlessly putting off a decision is stressful to a person. It's a better idea to think something over for a reasonable amount of time and then make a decision.*
- *When making a decision on how to spend time a person should consider the level of importance of the task or project.*