



TIME MANAGEMENT

brought to you by:



BYU Academic Success Center

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PRIORITIES

SPIRITUALITY



WORK



HEALTH



FRIENDS



FAMILY



EDUCATION



TALENTS



DATING



LEISURE

YOUR CURRENT PRIORITIES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

WHERE YOU SPEND YOUR TIME

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

HOW DO THEY COMPARE? WHY?

TIME MANAGEMENT MATRIX

URGENCY

High

Low

IMPORTANCE

1

Urgent and Important

2

Important--Not urgent

3

Urgent--Not important

4

Not important--Not urgent

Low

WHAT CHANGES CAN YOU MAKE?

OVERCOMING PROCRASTINATION

HOW DO YOU PROCRASTINATE?

1. Ignoring the task, hoping it will eventually go away.
2. Underestimating the work involved and/or overestimating your abilities.
3. Accepting mediocre performance and lowering your standards in order to make the task easier.
4. Becoming distracted by small, unimportant repeated delays.
5. Dramatizing your commitment to a task rather than actually doing it.
6. Working on only parts of the task and never completing the whole task.
7. Wasting time trying to decide which task to do first.

OVERCOMING THE UNDERLYING CAUSES OF PROCRASTINATION

Poor Time Management Skills

Solutions:

Lack of Relevance

Solutions:

Perfectionism

Solutions:

Evaluation Anxiety

Solutions:

Inability to Handle the Task

Solutions:

Fear of the Unknown

Solutions:

MASTERING YOUR SCHEDULE

FIXED, FLEX, AND FREE TIME

Scheduling your fixed and flex time can keep your free time open for fun or changes in plans.

Fixed time is events which must be done at the designated time, such as work and classes.

Flex time is events such as lunch with friends, study groups, or working out. Flex time events should be open for change and able to move to another flex time or free time when needed.

Free time is important time scheduled in your week so that you have room left for fun, relaxation, or the unexpected.

TRY IT OUT!

Date:							
Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Prioritized Task							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

SETTING GOALS

“That which we persist in doing becomes easier for us to do--not that the nature of the thing has changed, but that our power to do it increased.”

RALPH WALDO EMERSON

1. SPECIFIC

Is my goal specific? (I will do all of my biology reading during the semester)

2. MEASURABLE

Is progress on my goal measurable? (Check progress against reading schedule)

3. ACHIEVABLE

Is my goal achievable? (Do the reading for each class period)

4. RELEVANT

Is this goal relevant to my priorities? (I will learn more and get better grades by reading)

5. TIMED

Is my goal timed? (I have a deadline for when I want to accomplish my goal)

WHO I WANT TO TELL ABOUT MY GOAL: _____

I WILL REWARD MYSELF BY: _____

NOTES