Time Management

**time management** (tīm man’ Ģ ij mənt):
n. the act of making the best use of your time by organizing your tasks, prioritizing, and using free time effectively.

**procrastination** (prō kras’tə nā’ shən):
n. the antithesis of time management. Fight it.

Procrastination is a real obstacle to managing time well. It is one of the worst enemies of success. The following are ways to combat it . . .

- Try doing the most unpleasant task in your day or weekend first.
- If you work best under the pressure of a deadline, impose one on yourself.
- Divide large tasks into small pieces that can be accomplished individually.
- Promise yourself a reward for accomplishing an unpleasant task.
- Write out all separate tasks that are part of a project. Delegate when you can.
- Use “to do” lists and put them in order or priority.
- Do what you can for the day and don’t criticize yourself when the lowest priority items have not been completed.
- The trick is to complete the highest priorities first.
- Don’t get misled into thinking you have had a really productive day when all you have done is a series of activities from the bottom of your priority list.
- Don’t be fooled into thinking that you always need large, uninterrupted blocks of time to make progress on an important project.
- Convince yourself that choosing the easy way out and avoiding unpleasant tasks is detrimental to your ability to achieve the goals you have set for yourself.


determine your best time of day to study and study then • do it now • fight procrastination • examine your procrastination patterns and break them • set deadlines for yourself • write out your short and long term goals • concentrate on one thing at a time • reward yourself after you have done your work • plan to take a 10 minute break per study hour • divide big assignments into small pieces • make a commitment to someone about plans for your assignment • start with an easy part of the task • when you get bored with something you are studying, change • learn to discipline yourself and feel good about it • eliminate nonproductive activities as soon as you realize them • write down all assignments and due date on a calendar • fill your time so that you work for results and not activities