

Time Management & Organizational Skills

How to Improve Time Management and Organizational Skills

Analyze how you currently use your time:

1. When and where do you study?
2. How often do you study?
3. How much time do you waste and how much time do you use wisely?
4. How do you rate the quality of your study time?
5. What excuses do you use regularly?
6. What are your priorities?

Make a schedule considering:

1. In-class time
2. Work hours
3. Meals
4. Sleep
5. Classes outside school
6. Family activities
7. Blocks of study time
8. Family time
9. Recreation time
10. Etc.

Organizing your assignments:

1. Use a homework log or assignment sheet make this your first page
2. Use a planner keep it handy and keep track of it
3. Use index cards have them handy for review during free time
4. Use a calendar keep track of due dates.

****Make sure you give yourself enough time to complete the assignment before the due date & follow instructions needed to complete the assignment.**

Post a schedule with consideration to your assignments:

1. Keep a calendar
 - a. In your notebook
 - b. On a bulletin board or wall in your room
 - c. On the refrigerator
2. Maintain a daily to-do list.
3. Write what you need to accomplish each day.
4. Assign a priority number for each of the items, so that you take care of the more important items first.
5. Cross off each item as you complete the task.

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Tips for to-do list:

1. Prepare the list each evening for the following day.
2. Keep this list close to you for easy reference
3. Be realistic; otherwise, you will begin to ignore the list since the to-do list was too demanding.
4. Always ask yourself:
 - a. What do I have to do by tomorrow?
 - b. How can I best use my time at this point in the day?
5. Put items that were not completed from today's list on tomorrow's list.
6. Estimate the amount of time needed realistically to complete each task.

Be your number one cheerleader:

1. Put forth the effort to follow through with the schedule you have designed.
2. Try out a schedule for at least a week before making modifications.
3. Adjust your schedule to fit your needs.

Before you leave school ask yourself:

1. Do I understand all of my assignments and due dates?
2. Do I have all necessary books, notebooks, materials and supplies?
3. Do I need to stop by the library? Counseling? Tutoring?
4. Do I need to make appointments?
5. Do I need to see any necessary person?

My vision and goals...

- What is most important to me?
- What things in my life would I like to change?
- My visions for myself are...

SMART goals are:

Specific
Measurable
Attainable
Relevant
Time framed

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Using visualization to overcome procrastination

Find a quiet place where you won't be interrupted. Sit in a comfortable chair with feet flat on the floor. Close your eyes and relax. Concentrate on something relaxing or on a reward you will give yourself after you've finished your assignments. Think about the consequences that procrastination have brought you. Picture the positive results that will come by avoiding procrastination. Visualize what you will do after you have completed your studying or have completed your career. Think of the positive things that will come as a result of not waiting until the last minute to study. Do something relaxing before you start studying such as listen to music or play a game on Playstation. Be sure you don't get carried away with this relaxation tip. Begin studying or doing an assignment when your mind is relaxed. While you're relaxing, start to think about your assignment and how you're going to dive in to the task. As you focus on your activity, make a strong, positive affirmation, see yourself successfully completing the task. Feel the positive sensations that come from success.

- Find your "prime" time
- Internal and external prime time
- Cognitive tasks for the morning
- Complete high-energy tasks in high-energy periods
- Take energy breaks

Binder Organization

Consider including the following in your notebook:

- Course syllabus
- Class requirements sheet
- Table of contents
- Assignment sheet
- Monthly calendar
- Class notes
- Handouts
- List of classmates and phone numbers
- Names and phone numbers of study group members
- Assignments underway as well as pending assignments
- Returned tests
- Study skills guides
- Your name and phone number
- Reports or projects returned

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USE:

3 ring binder
Highlighters
Dictionary
Small ruler
Use dividers and label them
Notes
Homework
Math handouts
Tests
Homework
Etc.

For better use of your time:

A. Know when you study best:

1. Are you a morning or night person?
2. When are you most productive, awake and alert?
3. Do you let everyone know when it is your time to study so that you will not be disturbed?
4. Have you formed a habit of studying at the same time each day?

B. Know where you study best.

1. Consider these distractions:
 - a. T.V.
 - b. Talking
 - c. Windows
 - d. Music (Some genres of music will distract you; others may not).
 - e. Particular objects on your desk
 - f. People walking by
2. If you have your own bedroom, it is probably the best place to study.

C. Know your learning style:

1. Are you left or right brain dominant?
2. Are you a visual, auditory, or kinesthetic learner?
Visual-seeing things Auditory-hearing things Kin-by touching
(combination of V and A)

D. Know why you are studying:

1. Why do you need this knowledge or information?
2. How is it relevant to you and what you want to do with it?

Select a special study place.

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A. Create a good study environment. It should be:

1. Comfortable, but not too comfortable (to keep you from falling asleep)
2. Ventilated
3. Quiet
4. Away from things that distract you
5. Well-lighted

B. Use the same place as often as possible.

This allows you to:

1. Make it a habit.
2. Keep study tools on hand.

P.S. Remember how you use your time is up to you. Unless you decide to manage your time it will never happen. Good luck.