



Today's Collegian



Mr. Breitsprecher's Edition

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FREE!

Time Saving Tips



We all have 24 hours each day to work with – yet some people just get more done, often, to a high level of quality. What makes the difference? People that get twice as much done probably don't work twice as hard; they work more efficiently.

A college education provides many benefits and rewards. One of them is that it teaches us to structure and manage our time. Ultimately, this comes down to having a plan. It also helps to pay attention to all of the little ways that we can use time efficiently.

25 Time Saving Tips

1. Count all your time as time to be used and make every attempt to get satisfaction out of every moment.
2. Find something to enjoy in whatever you do.
3. Try to be an optimist and seek out the good in your life.
4. Find ways to build on your successes.
5. Stop regretting your failures and start learning from your mistakes.
6. Remind yourself, "There is always enough time for the important things." If it is important, you should be able to make time to do it.
7. Continually look at ways of freeing up your time.
8. Examine your old habits and search for ways to change or eliminate them.
9. Keep paper or a calendar with you to jot down things you have to do or notes to yourself.
10. Put up reminders in your home about your goals.
11. Always keep those long-term goals in mind.
12. Plan your day each morning or the night before and set priorities for yourself.
13. Maintain and develop a list of specific things to be done each day. Set your priorities and get the most important ones done as soon in the day as you can.
14. Look ahead in your month and try to anticipate what is going to happen so you can better schedule your time.
15. Try rewarding yourself when you get things done as you had planned, especially the important ones.
16. Do first things first.

How Well Do You Plan?

Take a moment and try our self-assessment on planning – we are sure it will be time well spent. **Directions:** For each question, circle the number that best describes you.

1. How often do you plan in an effort to keep life from running out of control?
Never (1) Seldom (2) Sometimes (3) Often (4) Always (5)
2. Do you put daily plans of paper?
Never (1) Seldom (2) Sometimes (3) Often (4) Always (5)
3. Do you allow flexibility in your plans?
Never (1) Seldom (2) Sometimes (3) Often (4) Always (5)

(Continued on page 2, How Well Do You Plan?)

Check It Out!



Getting Organized: [nlight.com](http://www.nlight.com)

Want to learn more? Take a look at: <http://www.nlight.com/Success/Study/3organize.html>. Be sure to scroll down to the section about *Time Management*. There, you will find links for downloadable and printable Quarter/Semester Course Planners, Monthly Calendar Planners, and Weekly/Daily Planner forms. There is also more information and tips about getting the most out of the college experience.

17. When you catch yourself procrastinating, ask yourself, "What am I avoiding?"
18. Start with the most difficult parts of projects, then either the worst is done or you may find you don't have to do all the other small tasks.
19. Catch yourself when you are involved in unproductive projects and stop as soon as you can.
20. Find time to concentrate on high priority items or activities.
21. Concentrate on one thing at a time.
22. Push yourself and be persistent, especially when you know you are doing well.
23. Think on paper when possible – it makes it easier to review and revise.
24. Be sure and set deadlines for yourself whenever possible.
25. Ask for advice when needed.

Scoring Our Self-Assessment

Scoring your "self-test" is easy – just add up the numbers next to your answers.

Interpreting Your Score

6-10: Terrible Planner. You should consider using new tools and processes to help you plan effectively. A great first step would be to take a time management course.

11-15: Below Average Planner. You may already have a planning system, but using it more effectively will help to reduce stress and lack of control you feel in life.

16-20: Average Planner. Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions, or writing your daily plan.

21-25: Above-Average Planner. Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most in your life.

26-30: Excellent Planner – Or Candidate for Burnout? You have mastered planning and should experience the serenity that comes from taking charge of your life. Be sure you're in control of your planning rather than letting it control you.

How Well Do You Plan (*Continued from page 1*)

4. How often do you accomplish all you plan for a given day?

Never (1) Seldom (2) Sometimes (3) Often (4) Always (5)

5. How often do you plan time for what matters most to you?

Never (1) Seldom (2) Sometimes (3) Often (4) Always (5)

6. How often is your daily plan destroyed by urgent interruptions?

Never (1) Seldom (2) Sometimes (3) Often (4) Always (5)

From USA Weekend, by Hyrum Smith
Franklin Covey Company

Why Schedule Your Time?

Want to do more than school work? Want to "do it all?" Then time management is definitely for you. Time scheduling is the best way to be more certain of accomplishing important things and still having time for the little pleasures of life.

Creating and maintaining a time schedule is also a great strategy for dealing with distractions – set aside enough time to accomplish things that need to be done and put the plan in action.

Soon, the things that distract you will no longer be important because you will actually "free-up" more time to enjoy any number of other activities.

Without a time schedule, a person is constantly making day-to-day and hour-to-hour decisions about what to do and how to manage time. This, in itself, is a serious distraction and a time-waster. Be planning a time schedule, these decisions are made in advance, when you are in the best frame of mind to make them.

Because a workable time schedule means that time management decisions have already been made, we become "desensitized" to distractions. Things that used to compete for our

attention are less likely to bother us if we have already made decisions about what is important and how we are going to spend our time.

For many of us, a time schedule will also "free-up" time that used to be spent worrying or wondering when we were going to get around to doing important things. Perhaps most important, planning a time schedule and managing time effectively will actually give us more time to do the things we enjoy.

Remember, keeping a time schedule is not a matter of "will power" or "self-discipline" so much as it is developing habits about making a plan, following that outline, and evaluating and revising plans when necessary. In order to make this a habit, some will need to practice the process for a number of weeks – making progress and not worrying about perfection.

Be sure to plan for adequate recreation and even exercise. If a student finds they need to plan more time for studies, look at the unscheduled time in the plan first – when possible, do not trade-off recreational time for study time. Try to work extra study time around the rest of the schedule. Exceptions will occur. Re-evaluating and revising is part of planning!