

# Time Saving Tips

## University of Wisconsin - Whitewater Transition Program

Project ASSIST  
Summer, 2005

# 24 Hours Each Day

- Get more done
- High level quality
- Don't work harder
- Work more efficient
- Structure, manage time
- Have a plan

# 25 Time Saving Tips

1. Count time as time to be used, get satisfaction every moment
2. Find something to enjoy in everything
3. Try to be an optimist, seek out good in life
4. Find ways to build on successes
5. Stop regretting failures, learn from mistakes

# 25 Time Saving Tips

6. Remind yourself, "There is always enough time for the important things." If it is important, make time to do it
7. Continually look at ways of freeing up time
8. Examine old habits, search for ways to change or eliminate them

# 25 Time Saving Tips

9. Keep paper or calendar with you, jot down things to do, notes to yourself
10. Put up reminders in your home about goals
11. Always keep long-term goals in mind
12. Plan day each morning or night before, set priorities

# 25 Time Saving Tips

13. Maintain, develop list of specific things to accomplish each day. Set priorities, get most important ones done as soon in day as possible
14. Look ahead in your month, anticipate what is going to happen so can better schedule time

# 25 Time Saving Tips

15. Try rewarding yourself when you get things done as planned
16. Do first things first
17. When you catch yourself procrastinating, ask, "What am I avoiding?"

# 25 Time Saving Tips

18. Start with most difficult parts of projects, then either the worst is done or may find don't have to do other small tasks
19. Catch yourself when you are involved in unproductive projects, stop as soon as possible
20. Find time to concentrate on high priority items, activities
21. Concentrate on one thing at a time

# 25 Time Saving Tips

22. Push yourself, be persistent, especially when doing well
23. Think on paper when possible, makes it easier to review, revise
24. Be sure and set deadlines whenever possible
25. Ask for advice when needed

# Want to Learn More?

## Getting Organized: nlight.com

<http://www.nlight.com/Success/Study/3organize.html>

- Be sure to scroll down to the section about Time Management., you will find links for downloadable and printable Quarter/Semester Course Planners, Monthly Calendar Planners, and a Weekly/Daily Planner forms.
- There is also some more great information and tips about getting the most out of college.