

Time Management Workshop

Read background information: (*credit to Center for Advancement of Learning, Learning Strategies Database, Muskingum College, 1988*)

Background Information:

There is no mystery about managing time. Everyone has 24 hours each day and 168 hours each week to eat, sleep, work, relax, exercise, attend class, and study. There is nothing magical about getting the most from these hours; it just takes planning. But time management does require self-discipline and control until the behavioral changes are internalized and time management becomes an everyday habit. Plans and schedules for managing time are useless if one does not follow them.

Effective time management necessitates a sense of balance. Either extreme along the time management skills continuum can be problematic. On one hand, perfect time management skills do not make one a perfect student. It is possible to excess about time, such that one is so wrapped up in the minutiae of details that meaningful tasks are not accomplished. On the other hand, poor time management skills do not make one a stooge. Some brilliant people habitually are "a day late and a dollar short."

Then why bother with time management? The main reason for managing time is to provide structure to one's life and, in turn, piece of mind. Managing time is just something one does for one's own psyche, to make one's days easier.

Handout "A Personal Time Survey" and give delegates 5 minutes to complete it...

Follow-up question: How many of you were surprised with your results? (allow several to share)

Put up Blank Chart: (see sample below) – solicit delegates to give ways in which they can save time and ways in which they waste time (*sample responses are in italics*)

Save Time	Wasted Time
<i>Use a daily agenda planner</i>	<i>Do too much at one time</i>
<i>Stay organized</i>	<i>Procrastinate</i>
<i>Do several easy things at one time</i>	<i>Do things half way</i>

Handout "Time Management Hints for Students" – read over with delegates

Handout "Daily Schedules – Time Management" – time permitting, read over with delegates

Closing Question: What is the one thing that cannot be recycled? (answer- TIME)