Combine your schoolwork with time spent in your student organization, and you have many priorities and goals to achieve. To accomplish all you set out to do, you must manage your time carefully. Managing time means investing your time to get what you want out of life, including what you want from involvement in your student organization.

Think about your behaviors with regards to the statements below:

- I do things in priority order
- I accomplish what needs to get done during each day
- I am always on time with assignments
- I use my free time efficiently
- I tackle difficult and unpleasant tasks without procrastinating
- I am working to my full potential
- I spend enough time planning
- I prepare a daily "TO DO" list
- I prioritize my "TO DO" list
- I meet deadlines without rushing at the last minute
- I am up to date on personal paperwork
- I don't let interruptions sidetrack me from my daily tasks
- I know the difference between efficient and effective use of my time
- I don't spend too much time on trivial matters
- I wake up in the morning ready to tackle the tasks of the day

Do you feel that you consistently exhibit each of these statements? If not, what can you do to prioritize your life and better manage your time? What can you do so that you are getting everything you want out of life, your college experience, and time spent in your student organization?

Ten Tips to Manage Your Time
1. **Plan**: Start each day by making a schedule or to-do list. What are your "non-negotiable" items to get done today?
2. **Concentrate:** The amount of time spent on a project is not what counts; it's the amount of interrupted time. What can you do to avoid interruptions and stay focused on the task at hand? Consider implementing the 50/10 rule: concentrate on a task for 50 uninterrupted minutes and then take a 10 minute break. Repeat this process as needed until the task at hand is completed.
3. **Take Breaks:** To work for long periods of time can decrease energy, as well as increase stress, tension, and boredom. Switching from a mental task to a physical task can provide relief.
4. **Avoid Clutter:** In most cases, clutter can get in the way of concentration and cause frustration and tension. When you find your desk becoming too chaotic, take time to organize. Remember you can only effectively work on one thing at a time, so concentrate all of your efforts on the most important one.
5. **Avoid Perfectionism:** There is a difference between striving for excellence and for perfection; the first being attainable, gratifying and healthy, while the second is often unattainable and frustrating.
6. **Learn to Say No:** Learn to decline requests that do not fit with your goals. Taking on too much will end up overwhelming you. Many times focusing quality attention on one organization/task/event that means a lot to you is better than taking on too many obligations at one time.
7. **Don't Procrastinate:** Creating a planner and daily to-do lists will keep you on track and you will be much less likely to wait until the last minute to complete tasks and projects. Imagine how it will feel when you do not have to rush to get your assignment in at the last minute!
8. **Delete Time Wasting Activities and Habits:** If you are wasting your time in activities that bore you, divert you from your real goals, and take away your energy, make changes in a positive direction or delete them from your schedule.
9. **Delegate:** Learn to delegate the challenging and rewarding tasks, along with sufficient authority to make necessary decisions. What tasks will your fellow officers or organization members learn from?

10. **Avoid the Workaholic Syndrome:** Don't let work interfere with the really important things in life such as family, friends, and enjoyment. Take time to relax and enjoy life!

Try Budgeting Your Time!

There are 168 hours in a week for you fulfill all of your obligations: classes, work, student organizations, sleep, homework…There is no way to add more hours to the day or week. Everyone is given the exact number of hours. Don't some people always seem like they get much more done in their 168 hours?

Here's an exercise to get you thinking about making the most of your time in college. Time is valuable! Are you wasting your time? Are you using your 168 hours to your best advantage?

Here's a formula (and one student's example) that will help you examine how you use your 168 hours. Are you budgeting your time wisely?

# of hours for sleep/week @ 8/night for 7 nights	56 hours
# of hours for meals/week @ 3/day for 7 days	21 hours
# of hours for classes/week	16 hours
# of hours for homework @ 4/classes for 6 classes	24 hours
# of hours for job/week	15 hours
# of hours for student organization meetings/events	5 hours
Total # of hours used	137 hours

Subtract the total number of hours used per week (137) from the total number in a week (168). There are still 31 hours yet to be budgeted. What will you do with that extra time to be productive and reach your goals?

References

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