

Name: anonymous

[Business, Management](#)



Name: Anonymous Subject: IDST 50 Date: 02/04/13 Managing your time
Taking control of your time * Setting goals * List your top three personal goals for the coming decade * Determine two methods for achieving each goal. * A goal is something you want to achieve * An objective is a tangible, measurable method for getting there. * Establishing priorities * Determine which goals and objectives are most important * Maintain a to-do list, and rank the items on the list. * Determine schedules and deadlines for each task * Find an appropriate way to balance your academic schedule, social life, family life and time for yourself * Staying focused * Make a plan; begin with priorities and then the necessities of life * Finish what needs to be done before you move from work to pleasure. Creating a workable class schedule * Using a daily or weekly planner * Consider buying a week-at-a-glance organizer or an electronic planner * Carry your planner at all times and enter all due dates as soon as you know them * Write meeting times and locations * Schedule social events & study time for each class * Add email addresses and phone numbers * Choose a specific time of day to check your notes daily. * Maintain a To-do list * Star a to-do list every day or once a week * Develop a system for prioritizing the items on your list * Enter all commitments for the week; classes work hours, personal tasks. * Reserve at least 2hrs study time for each hour spent in class * Estimate how much time you will need for each assignment, begin work early * Set time aside for research and other preparatory tasks. Organizing your day * Allow adequate time to review and then test your knowledge when preparing for exams * Schedule time to review ASAP after class (helps remember what you learned in class) * Take advantage of your best time of day to study * Schedule time

before and after meals for leisure activities * Stick to a study routine * Use same study area, keep everything handy that you might need * Assess your attention level * Study difficult or boring subjects first. * Divide study times into 50-min blocks and take 10-15min breaks in between. * Break extended study sessions into a variety of activities like reading or using flash cards. * Restrict repetitive, distracting tasks. * Avoid multitasking * Reward yourself

Overcoming Procrastination and Respecting Others' Time * Overcoming procrastination * Remind yourself of the possible consequences if you do not get your work done. * Create a to-do list break down big jobs into smaller steps. Start small tasks first * Promise yourself a reward after your done with a task * Eliminate distractions * Don't talk on the phone, send txt messages or surf the web during study time * Respect others' Time * Be in class on time * Avoid behavior in class that shows a lack of respect for the instructor and other students * Complete assignments prior to class * Listen to others' respectfully * Be on time for scheduled appointments

Summary: Time management is really important because it helps us become more disciplined and helps us accomplish our goals. When you plan your time, you will see all the amount of work that needs to get done preventing us from procrastinating. Knowing the amount of time you have to work on each task will give us more focus to work on it and ensure quality work.