

# Assignment time management skills

[Business](#), [Management](#)



Assignment Time Management Skills Effective time management is most important in every student's life because time is a limited resource, especially for adult learners because they have many other responsibilities in their lives that have to be managed along with academic pursuits. There are many time management tools and methods that students may employ to help successfully reach their academic goals, but it is important to practice the foundational tools and methods of time management in education and then build on them.

A time management method that I use to help me successfully accomplish my goals in life and academic pursuits is to establish priorities in my life and academic pursuits by making a schedule. Lee Iacocca said " If you want to make good use of your time, you've got to know what's most important and then give it all you've got. " To make priorities in my life I have to be brutally honest with myself about what is most important to me and make what is most beneficial to me more important, then I must consider how I currently spend my time and adjust my goals and schedule based on my priorities of what is important to me.

Making a schedule based off my priorities and short term goals is like making a budget for your time and is a useful tool for time management. Every Sunday I make a personal schedule of what I will be doing that week, each day, and down to the hour so that I accomplish my set goals. I also keep a printed copy of the course schedule taped to my wall and add reminders to my phone calendar to make it easy to remember what I need to do academically and when it needs to be done by. I have found that organization is the most important tool for effective time management.

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I keep my school materials and documents very well organized so that I know exactly where they are and I can go back at any time to view them. I save all of my assignments, materials, schedules, my post, and everything I can to a folder for each day, week, and for each class on both a flash drive and a portable hard drive. Another good time management method that goes along with organization is to be prepared by having a backup plan in case your plan doesn't work out as expected. Being that I am an online student my backup plan involves technology.

I have my own Internet but my backup plan if that ceased not work would be to use my roommates Internet or at anytime I could pay to use the Internet services offered by the military. I use my desktop, laptop, and phone normally for school, if all of those failed I could do it at work, the library, or at a recreation center where I can use computers without charge. Having a support group of people you can go to ask advise, seek help, and find emotional support from is important and helpful in your time effective educational pursuits.

My support group is consist of my parents, girlfriend, siblings, and fellow Marines I consider my closest friends because they stand behind me and my goals so that I know they are always there when I need them and I can go to them for help with anything. My support group extends to my instructors and classmates because class discussions and if needed I can talk to them through e-mail if I do not understand something in the class. Having a support group keeps me motivated and stimulates me to learn in a timely manner.

I think that maintaining schedule a with correct priorities is a very important time management tool that everyone should use. I also feel that organization, having a backup plan, and having a support group is a big part of successfully reaching your academic goals in a timely manner. These are just a few things that I can do to make my academic goals and they make my goals seem less stressful and easier to accomplish. I recommend these time management tools and methods to all scholars because they are the foundation of time management in educational pursuits.