



# Center for Writing and Speaking

## E | NO. 15 IN THE CENTER FOR WRITING AND SPEAKING HANDOUT SERIES

### Time Management

*What should you do if you find that the day just isn't long enough for you to get everything done that you need to? Often the key to being more productive lies in time management, which basically means using your time effectively.*

#### **Distractions**

Phones are a constant source of distraction for most people. You may not realize how much time social media apps and the games on your phone actually syphon off from your day. If you cannot tear yourself away from your phone, try deleting your most distracting apps or turning off your phone. Not having Snapchat on your phone for 3 hours may give you all the mental space you need to complete important tasks. If you find yourself on distracting websites on your computer, try opening a new browser or window just for the specific assignment.

#### **Planner/Prioritize**

Writing down everything that you need to do with the due dates can help you visualize what you need to get done. You can't get everything done every day, so you need to prioritize what needs to be done first. If you have a lot of things due on one day, rank each assignment in terms of its importance (1, 2, 3 with 1 being most important). It is also often helpful to start the hardest thing first.

#### **Calendar**

You should put every class, every time you have to work, every event, and appointment in your calendar. Putting all of this into your phone calendar, google calendars, or a physical calendar can allow you to understand visually how much time you have. It can be useful to schedule chunks of time for yourself to study and hangouts with friends. If your calendar shows you that you only have a couple free hours a week, and you are feeling overwhelmed, you may need to consider the next point.

#### **Saying No**

Sometimes you need to realize that you are overcommitted. If this becomes an issue figure out what is least important to you. Do you need to attend every club meeting for an organization that you only attend because it looks good on your resume? It may be more useful to focus on your other commitments.

#### **Take Breaks**

Almost no one can work for hours straight and that's ok. By taking purposeful breaks you won't get burned out and start zoning out. Going on your phone can be a great way to take a break, but make sure to time yourself. You may need a 5-minute break for every 15 minutes of work. Or maybe you only need every 10 minutes for every hour. In either case figure out what works best for you and switch it up if you get bored.

#### **Self-Care**

You also need to consider time for eating, sleeping and other self-care activities, like going to the gym or playing video games. You will probably be more productive if you are well rested than if you are running on 5 hours of sleep. Your body allows you to get everything else done so you need to take care of it!

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