

Time Management



Everyone procrastinates.

So the question is,
how do we overcome it?

Timing. Use a schedule to plan out your week. Include work, school, relationships, and self. Be realistic. Plan breaks during study time that are rewarding. Be sure to plan 2x your credit hours for study time each week.

Location. Location. Location. Find a spot you feel comfortable (but not too comfy!) and are able to focus best. Dedicate that spot to studying! If you can, set up a pile of post-its, a pen holder full of highlighters and your favorite pencils, and other fun (but helpful) study items there. Mark your spot.

No distractions. Turn your phone on silent and leave it in another room. Turn off desktop notifications on your computer and log out of social media.

Just say “No.” If it is a priority, you will have time for it. Learn to say no to time sucks like social media, tv, and emails. Follow your schedule and learn to say no. Delegate if you need to.

One thing at a time. Focus on one thing and be fully active in that one thing. Study for 30-40 minutes, take a 5-10 minute study break, and then get back to work.

Be realistic. This begins with your schedule. If you are feeling overwhelmed, break it down into smaller, more manageable steps. Learn the mantra “Do my best, let go of the rest.” Be realistic in your expectations of yourself. Learning is repetitive and layered.

Be flexible. But don’t get derailed. The unexpected is bound to happen, so make sure your schedule allows room for this. Use those blank slots to shift things around, and then get your eyes focused back on your end goal.

M & M’s: Motivation & Mindset. Overcoming procrastination begins with that slogan “Just do it.” If we put things off until we feel ‘ready’, we will never get anything done. Motivation oftentimes results from action. “I don’t have time = It’s not a priority,” so make it a priority. Recognize that learning is layered and repetitive; you cannot become a better student without working the process.

Additional resources:

Control Free Time: https://www.ted.com/talks/laura_vanderkam_how_to_gain_control_of_your_free_time

7 Habits of Highly Effective People in Story Form: <https://www.youtube.com/watch?v=ktlTxC4QG8g>

Try an app like Shovel! <https://howtostudyincollege.com/how-to-get-good-grades/study-app/>