



# TIME MANAGEMENT

## #1 Why Plan Your Time

# WHY Manage Your Time?

- There are 168 hours in a week.
- As a student, you may be balancing multiple priorities.
- To help you remember all of the obligations you have to meet.
- To help you to successfully manage all that you do.



# HOW To Manage Your Time

- Seriously think about and know why you are here at USM.
- Consider long and short-term goals.
- Develop a plan or routine for when you will complete various tasks or obligations.\*
- Reduce or eliminate distractions that do not help you reach your goals.
- Ask for help when you need it.



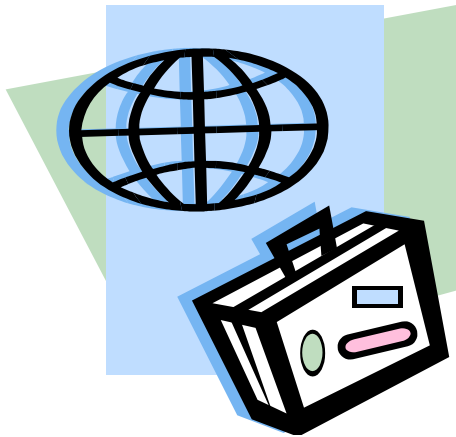
\* See Time Management #2 for more planning details.

# Know Why You Are Here: Long-Term Goals

A degree can lead to new opportunities

What are your long term goals? Do you want to:

- have a well paying job?
- be well-respected in your field of study?
- help others?
- live in a particular place or have a particular lifestyle?
- travel?
- have positive relationships?



# Know Why You Are Here: Short-Term Goals #1

Use your classes at USM to help you learn:

- more about the world around you.
- strategies to problem solve.
- to communicate well orally and in writing.
- how to work effectively in groups.
- how to appreciate the difference you see in the world.
- the value of your contribution to society.
- what is of value to you personally and professionally.



# Know Why You Are Here: Short-Term Goals #2

Use short term goals to help you reach your long term goals.

- Participating intentionally in your education and achieving a high enough GPA can qualify you for lots of opportunities:
  - study away (national or international)
  - meeting NCAA requirements to play sports
  - an independent study
  - scholarships
  - internships
  - graduate school admission
  - an interview for a job that interests you
  - and just feeling GOOD about yourself



# How To Set Goals – Be SMART

Be SMART when setting long and short term goals.

S – Specific

M – Measurable

A – Attainable

R – Realistic

T – Timely



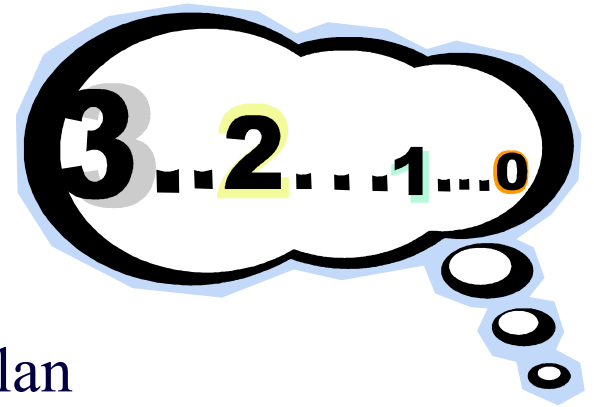
See the following link for more information on setting SMART goals:

[http://www.utexas.edu/student/utlc/learning\\_resources/time\\_management/Setting\\_Smart\\_Goals.pdf](http://www.utexas.edu/student/utlc/learning_resources/time_management/Setting_Smart_Goals.pdf)

# Develop a Routine

## Why?

- It keeps you in control.  
Your routine helps you stick to YOUR plan rather than allow other people or activities to take over.
- It helps you to see where you waste time and what distractions you need to work around.
- A routine can actually save you time in the long run – really!





# Covey's urgent/important quadrants

Think about how you currently spend your time.  
What do you consider Urgent, Not Urgent, Important, or Not Important?

- Which of your daily and weekly activities would you put in each of these boxes?
- How does that work for you now?
- If it doesn't, what can you see changing that would make your life better?

<p><b>I Urgent – Important</b></p> <p><b>Crises</b>  <b>Pressing problems</b>  <b>Deadline-driven projects,</b>  <b>Meetings, preparations</b></p>	<p><b>II Not Urgent – Important</b></p> <p><b>Preparation</b>  <b>Prevention</b>  <b>Values clarification</b>  <b>Planning</b>  <b>Relationship building</b></p>
<p><b>III Urgent - Not Important</b></p> <p><b>Interruptions, some</b>  <b>phone calls</b>  <b>Some mail, some reports</b>  <b>Some meetings</b>  <b>Pressing matters</b>  <b>Many popular activities</b></p>	<p><b>IV Not Urgent - Not Important</b></p> <p><b>Trivia, busywork</b>  <b>Junk mail</b>  <b>Some phone calls</b>  <b>Time wasters</b>  <b>"Escape" activities</b></p>

Adapted from Covey, 1990, Source: Dembo and Seli Motivation and Learning Strategies for College Success,

# Urgent and Important Time Management Matrix

<b>I Urgent – Important</b>	<b>II Not Urgent – Important</b>
<b>III Urgent - Not Important</b>	<b>IV Not Urgent - Not Important</b>

Adapted from Covey, 1990, Source: Dembo and Seli  
Motivation and Learning Strategies for College Success,

The judgment as to whether activities are urgent, important, both or neither, is crucial for good time management.

Most inexperienced people, and people who are not good at time management or managing their environment, tend to spend most of their time in boxes 1 and 3.

Poor time managers tend to prioritize tasks (and thereby their time), according to who shouted last and loudest. Any spare time is typically spent in box 4, which comprises only aimless and non-productive activities.

Most people spend the least time of all in box 2, which is the most critical area for success, development and proactive self determination.

# Covey's urgent/important quadrants

Important



Not  
Important



<p>I.</p> <ul style="list-style-type: none"><li>•Paper due tomorrow</li><li>•Math test in the morning</li><li>•Medical exam</li></ul>	<p>II.</p> <ul style="list-style-type: none"><li>•Workshop offered on how to write a good paper</li><li>•Prepare for group meeting</li><li>•Schedule tutoring session</li></ul>
<p>III.</p> <ul style="list-style-type: none"><li>•Return some phone calls</li><li>•Go through mail</li><li>•Get ink for printer</li></ul>	<p>IV.</p> <ul style="list-style-type: none"><li>•Play a video game</li><li>•Chat on the phone</li><li>•Just “hang out”</li></ul>

Urgent



Not Urgent



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# The 4D Method

**DUMP** anything that does not need to be done at all...

**DELAY** what you can't dump...

**DESIGNATE** a time for what you can't delay...

and then.....

***DO IT!***

# Study Time Expectations

- Faculty expect students who achieve A's in their classes will generally be studying 3 hours for every credit hour in which they are enrolled that semester.
- Students enrolled in 15 credit hours can expect to schedule 45 hours of study time every week.
- Keep in mind, studying is not just reading or completing assigned homework. It also includes research, writing papers, practicing your lines or your instrument, and reading supplemental resources.
- Yes, it's still a lot. If you are getting all A's then whatever you are doing is working. Congratulations!



If you aren't getting all A's then check out [\*Time Management #2 – How To Details\*](#) for tips on how to not only fit all of that studying in but effectively using that time to best achieve your goals (long and short-term).

# Student Success Centers

For more information on being a successful college student contact  
the Student Success Center.

119 Payson Smith Hall, Portland

**780-4040**

119 Bailey Hall, Gorham

**780-5652**

119 Lewiston-Auburn College, Lewiston

**753-6500**

or e-mail: [studentsuccess@usm.maine.edu](mailto:studentsuccess@usm.maine.edu)

**Student Success Advisors are available to help you.**