

TIME MANAGEMENT



WCU WaLC

ASC Handout

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Time Management

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Time management can be tough, but good time management habits can help improve your ability to manage stress. Stress creates emotional and physical tension in our bodies, which makes our daily lives harder.

No one can live a life completely free from stress, especially as a college student, so it's important to have strategies for maintaining our mental and physical wellbeing.

If you're struggling to start, try tracking your time for a few days or even a week. Write down how many hours you spend doing your daily activities.

Do you spend too much time playing games or texting when you should be working? Do you spend too much time working, and need to pull back from a few projects? Think about questions like these as you begin to time-manage.



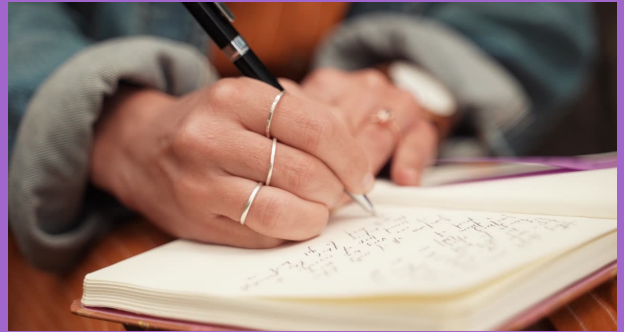
DAILY TIME MANAGEMENT

Notecard method: Start each day by writing all your events and tasks on a notecard in chronological order. Cross them out throughout the day as you complete each item.

To-do list: Divide your to-do list into what you have to do and your priority in doing it. Some categories you might consider are: Today, this week, later on; Must do, would be nice, not going to happen; Energy-giving, energy-draining.

Daily planner or app: Outlook has your Catamount email AND calendar/notifications. Canvas also has an assignment calendar.

Stickies: Make a group of sticky notes with daily tasks and remove them as you complete them.



WEEKLY TIME MANAGEMENT

Weekly Planner: Select a planner you like. Sometimes color pens, highlighters, or sticky notes can give you an extra boost of motivation to stick with your new habit. Some people find success using different planners or colors for different areas of life. To be successful with a planner, you must have it readily accessible when you need it.

Bullet journal: The bullet journal method is a highly organized way of keeping managing your time by utilizing reminders, to-do lists, brainstorming, and other tasks. Some people also find color-coding helpful. Bullet journals are essentially blank books with dots to draw in; using that space is entirely up to how you want to do it. You can write, draw, and more.



MONTHLY TIME MANAGEMENT

Monthly Planner: Monthly planners are typically more generalized than weekly planners. The benefit of this is that it allows you to see your weeks ahead with a more broad perspective.

Calendar/Whiteboard: Using a whiteboard is nice because you can put it in a place where you'll see it a lot. You can easily edit or add to your calendar/whiteboard. However, whiteboards aren't mobile. Taking a picture of your whiteboard with your cell phone can help.



FROM IDEA TO EXECUTION

While time management may seem daunting at first glance, not every strategy works for everyone. It's important not to give up after your first try! Keep working hard and experimenting with new and different methods. Better yet, come up with one of your own! Making your time management your own is all about finding what makes you feel happy and in control of your time.

Still having trouble? Try making an ASC appointment and visit our talented staff at the Writing and Learning Commons!