

Benefits of Time Management

Scheduling prevents procrastination

Many people put off doing the things they don't like. Putting these things in a written plan to which you refer makes it more difficult to ignore these responsibilities.

Scheduling saves time

If you have a plan for the week, you will save time by not having to figure out what task you should do next.

Scheduling helps you to be flexible

A schedule makes you more aware of what you have to do, and of how much free time you have. If something come ups unexpectedly, you can shift your plans to make it fit.

Scheduling prevents guilt

If you don't have a schedule, you can't be sure of how much free time you have. As a result, you don't really enjoy your breaks, because you are feeling guilty about the work that still has to be done. You would better enjoy your recreation time if you knew you had enough time to finish all of your required work.

Three types of schedules

Daily "To Do" List

Each night, make a list of the things you'd like to/need to do the next day. **Prioritize.** Cross off each item as it's completed. What a great feeling to see all those crossed off lines! Add unfinished items to the next days list.

Weekly Schedule

Have an overview of what must be completed each week. Include **ALL** activities – work, school, and social. This weekly picture helps you map out the daily list to maximize the way you spend your time.

Monthly/Semester Schedule

It's important to know exactly what the **BIG PICTURE** is, as far as school is concerned. Plug in dates for tests, papers, and projects, as well as appointments, work schedule, birthdays, and fun time. Use your syllabi! Keep this calendar of events visible.