Time Management

How Well Do You Plan?
Directions: for each question, circle the number that best describes you.

<table>
<thead>
<tr>
<th>Question</th>
<th>Never</th>
<th>Seldom</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often do you plan in an effort to keep life from running out of control?</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
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<tr>
<td>Do you put daily plans on paper?</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>Do you allow flexibility in your plans?</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>How often do you accomplish all you plan for a given day?</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>How often do you plan time for what matters most to you?</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>How often is your daily plan destroyed by urgent interruptions?</td>
<td>5 4 3 2 1</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

SCORING: Add the numbers next to your answers

<table>
<thead>
<tr>
<th>Result</th>
<th>Type</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-10</td>
<td>Terrible planner</td>
<td>You should consider using new tools and processes to help you plan effectively. A great first step would be to take a time management course.</td>
</tr>
<tr>
<td>11-15</td>
<td>Below average planner</td>
<td>You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life.</td>
</tr>
<tr>
<td>16-20</td>
<td>Average planner</td>
<td>Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions or writing your daily plan.</td>
</tr>
<tr>
<td>21-25</td>
<td>Above average planner</td>
<td>Your planning system is working well. Keep up the good work, and periodically review to be sure you’re planning around what matters most in your life.</td>
</tr>
<tr>
<td>26-30</td>
<td>Excellent planner or candidate for burnout?</td>
<td>You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you’re in control of your planning rather than letting it control you.</td>
</tr>
</tbody>
</table>

Quiz written for USA WEEKEND by time management expert Hyrum Smith, chairman of the Franklin Covey Co., whose Franklin Planners, agendas and planning software are used by 15 million Americans.

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Five Steps to Successful time Management

1. Set specific academic and personal goals
   - Decide what is important to you and set goals
   - Prioritise your goals: by deciding which tasks are most important and should be completed first
   - Think about your commitments; things you need to do and you know take time
   - Identify the time wasters; things you do that take time away from achieving your goals

2. Create a term calendar, recording major events
   - A yearly planner placed on your wall or near your desk helps you to plan your work over an entire session
   - Write in the dates assignments are due and exams are scheduled
   - Work out how long you need to complete each task
   - Allow for extra workload throughout the session depending on how many subjects you are taking
   - Set start dates for each task and make sure you’re in control of your planning rather than letting it control you
   - Connect due dates to start dates and colour code them
Use a diary or timetable and fill in the main demands on your time:

- Uni lectures and tutorials
- If you have a job, hours of work
- Any regular sport or leisure commitments
- Mealtimes and regular family commitments
- Sleep times

3. Create a weekly schedule of your classes, meetings, etc.

5. Make a to-do list for each day the night before or during breakfast

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- Study periods can be short, medium and long time slots
- Short time slots can be one hour or less, e.g., doing a problem, reviewing lecture notes, complete a short reading, revising for exams, proofreading as assignment …
- Medium time slots may be one to three hours, e.g., drafting an assignment, reading a longer text, drafting an assignment, revising for an exam
- Long time slots – more than three hours, e.g., working on an assignment, researching for assignment, extensive reading

Tips for making a to-do list

- Get into habit of making your list every morning or evening
- Be specific – define exactly what you have to do
- Prioritise tasks, e.g., rate each task as 1, 2, or -
- Break tasks into small steps – it leads to greater success
- Ask yourself is it feasible to complete all 1’s during day

Source: Academic Success Center, George Washington University, Chicago
http://gwired.gwu.edu/counsel/acc/index.htm/ID=46/Page_ID=14542
Identify obstacles to time management

- **Over-scheduling**
  - Review priorities
  - Review your time estimates
  - Ask ‘is this the best use of my time right now?’

- **Over accessibility**
  - Are you trying to be all things to all people?
  - Try assertive communication

- **Tyranny of the urgent**
  - Differentiate between urgent and important
  - Delegate or ignore less important but urgent tasks

- **Distractability**
  - It is easy to let your mind wander, drift or react to a variety of stimuli
  - Check your anxiety level, are you afraid of failing?
  - If the task is difficult, get some help

- **Procrastination**
  - It is normal to procrastinate at one time or another
  - Try to identify what you procrastinate over, when and why

- **Fear of failure**
  - Try to replace irrational self-talk with positive-realistic statements, e.g., ‘It’s just a test’, ‘Did I honestly make the effort I wanted to in this course?’

- **Perfectionism**
  - Can serve to inhibit action, avoid complications, escape anxiety and provide an excuse for poor performance
  - It reflects ‘all or nothing thinking’ - anything less than perfect is not worth doing
  - Are you avoiding action because of uncertainty or fear?

- **Depression**
  - Normal everyday depression can last from a few hours to a few days
  - A persistent negative mood interferes with your health, social well-being and academic success
  - Dealing with depression on your own is really hard. Seek help
  - Overcoming depression takes energy and effort

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**References**

Academic Success Center, George Washington University. Available at: [http://gwired.gwu.edu/counseling/index.asp?site_id=14544](http://gwired.gwu.edu/counseling/index.asp?site_id=14544)


Student Counselling and Resource Service, 2009, University of Chicago. Available at: [http://counseling.uchicago.edu/resources/virtualpamphlets/time_management.shtml](http://counseling.uchicago.edu/resources/virtualpamphlets/time_management.shtml)

Time Management, The Learning Centre, UNSW.

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**EDU workshops in Academic skills – Session 1**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Skill area</th>
<th>Date/ time</th>
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</thead>
<tbody>
<tr>
<td>Lectures and Note-taking</td>
<td>Week 1, Thursday 12 Mar. 12.00-1.00pm</td>
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<tr>
<td>Making the Most of Tutorials</td>
<td>Week 2, Friday 20 Mar. 12.00-1.00pm</td>
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<tr>
<td>Presentations at University</td>
<td>Week 9, Thursday 14 Mar. 4.00-5.00pm</td>
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<tr>
<td>Introduction to WebVista</td>
<td>Week 3, Tuesday 24 Mar. 12.00-1.00pm</td>
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<tr>
<td>Time Management</td>
<td>Week 4, Thursday 3 Apr. 12.00-1.00pm</td>
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<tr>
<td>Managing your reading</td>
<td>Week 5, Monday 6 Apr. 12.00-1.00pm</td>
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<tr>
<td>Writing at University</td>
<td>Week 8, Thursday 7 May 12.00-1.00pm</td>
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<tr>
<td>Introduction to referencing and academic argument</td>
<td>Week 6, Monday 20 Apr. 12.00-1.00pm</td>
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<tr>
<td>Group work</td>
<td>Week 7, Friday 1 May, 12.00-1.00pm</td>
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