

# Student Support Services

Being Time Sensitive

Managing Your Time and Making the Most of It



# Our Goal

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This workshop will help you better manage your time and eventually have better control over your personal life, student life, and professional life.

# Can you see the big picture?

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In order to be a good Stewart over time, one needs to start with a very clear vision or goal of what is to be accomplished within a certain amount of time.

“Often it isn't the mountains ahead that wear you out, it's the little pebble in your shoe.”

— Muhammad Ali

# What is your vision?

- Ask yourself these questions:
  - Do you see the big picture?
  - Why are you in school?
  - Have you decided what things are important to you, and what it takes to make them happen?
  - What are your goals?
  - Do you have a positive attitude about reaching your goals?

# Ways to Successfully Manage Your Time

- ✓ Plan
- ✓ Organize
- ✓ Prioritize
- ✓ Just Do It



# Plan

- Determine what task (s) needs to be completed.
- Consider the amount of time you have.
- Identify resources available to help complete whatever task at hand.

# Organize

- Schedule everything that needs to be done (Use appointment calendars, and/or electronic devices to help you organize your schedule).
- Don't waste time - Put all of your school material together, work information together, and keep personal information in it's own space as well.
- Use weekly or daily "to do" lists making sure you don't miss anything, (This will also give you a better look at what needs to take place during the week).

# Make A To Do List

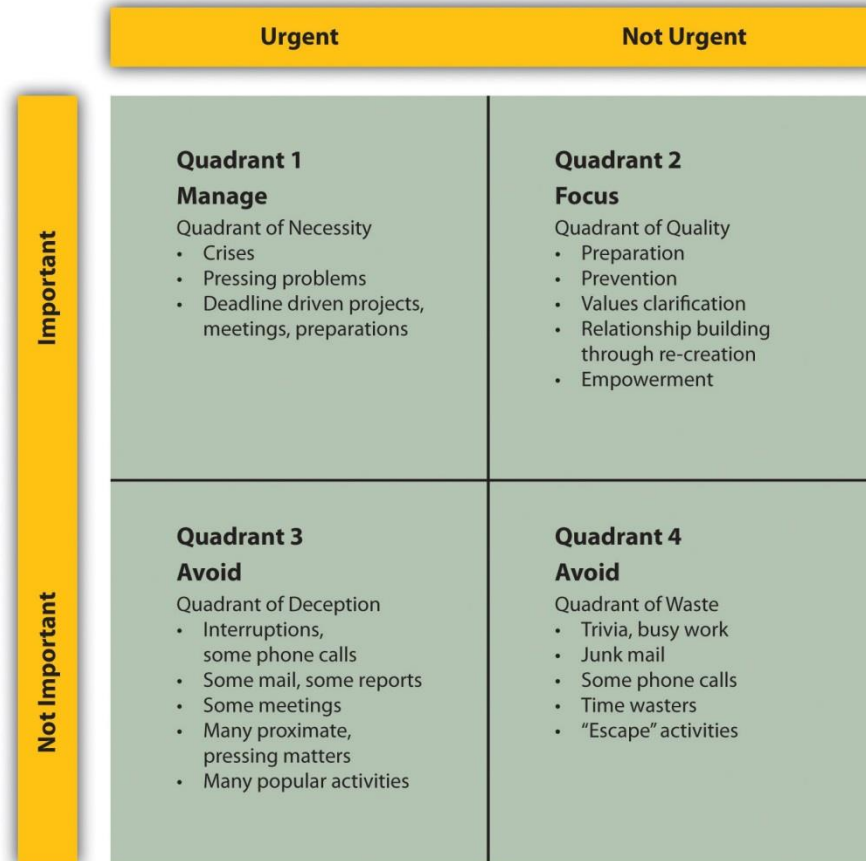
- Research paper due Friday
- Study for Math test tomorrow
- Pick up son from football practice at 5pm Thursday
- Go to grocery store to get some breakfast fruit for Monday's meeting
- Review notes to teach Bible study Tuesday night





# Prioritize

Developing a tool similar to this can be an easy, time efficient way of helping you prioritize your task. Use the headings in yellow to help decide importance and urgency.



# Is there a balance in school, home, or work?

- How do you manage time throughout your day?
  - Cooking, cleaning, children's homework, your homework, your job, your friends, partying, texting...Do you have balance?



# Just Do It

- Don't procrastinate. Things will only get done if you do them.
- Develop a support system using relatives and friends who are trustworthy and willing to help you. Why take this journey alone if you don't have to?
- Many distractions will be encountered along the way. How will you move forward not being distracted?

# How will you manage your time?

- Will you plan?
- Will you get organized?
- Will you prioritize?
- Will you just do it?

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