Where Does the Time Go?

10 Tips to Manage Your Time Better

1. PLAN: Start each day with a schedule

2. CONCENTRATE: The amount of time you spend on a project is not what counts; it is the quality of the time.

3. TAKE BREAKS: Shifting gears for a little while can relax you, leading to greater efficiency.

4. AVOID CLUTTER: When concentrating on the task at hand, clutter gets in the way—physically and mentally.

5. AVOID PERFECTIONISM: There is a difference between striving for excellence and for perfection. The first is attainable, gratifying and healthy. The second is often unattainable, frustrating and neurotic.

6. LEARN TO SAY “NO”: Remember your priorities when asked to do more.

7. DON’T PROCRASTINATE: Decide to change your habits immediately, but don’t take on too much too quickly.

8. DELETE TIME-WASTERS: If you are spending time on activities that bore or divert you, take them off your schedule.

9. DELEGATE: Delegate tasks as well as the authority to do them.

10. AVOID “WORKAHOLIC SYNDROME”: Don’t let work or school interfere with the other really important things in your life.

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Time Budgeting Formula

The following is a formula for budgeting the number of hours in a week against the amount of work that you have. There are 168 hours in a week. Here is a sample of how you can spend your time.

# of hours spent doing the following:

- Sleep @ 8/night for 7 nights = 56 hours
- Meals @ 3/day for 7 days = 21 hours
- Classes @ 3/class for 5 classes = 15 hours
- Job = 20 hours

Total hours used/week = 132 hours

Subtract the total number of hours per week from the total number available in a week (in the example above, this student has 36 hours to play with). This will give you the amount of free time you have to schedule.

Where did your extra time go?

Is that where you want them to go?

Could you use your extra time better?

Think of the steps that you can take to better use your time and start following those steps today!

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