5. Never handle a piece of paper more than once. Do something with it. Take care of it or throw it away.
6. Don’t waste time regretting failures or feeling guilty about what you haven’t done.
7. Make lists and assign priorities to each task. Work on the “most important” tasks first.
8. Know when your “high energy peaks” occur and schedule the tough jobs when you are most energetic.
9. Be consciously aware of your time patterns and catch yourself when you start over-committing your time.
10. Delegate tasks to others. Clean up and streamline your life so you are not spending time on things that are not important to you.
11. Know that tasks will expand to fill the time you have. In other words, you create your own lack of time and feeling of pressure - nobody does it to you! Do not feel a victim of time!
12. Most important - take time to loaf, be lazy, do nothing, fool around. You may have to force yourself to schedule “loafing time.” Notice what kind of messages you give yourself as you consciously loaf. You may want to use some affirmations like, “I am creatively allowing myself the pleasure of loafing.” Loafing is a renewal time, time for your mind to bubble up with creative ideas.

Now that you have looked at your own time-wasters and time-savers, why not complete a plan for the coming week.

Don’t forget the lists. Start with a few changes at first. Tell close family members and friends that you intend to ask them to help you. Soon you will be on your way to using that tool for success - TIME MANAGEMENT. Good luck!

- Contact a counselor at Kirkwood Community College, Cedar Rapids, Iowa 52406, by calling 319-398-5471.
- The “Procrastination” Kirkwood Student Development brochure may also be helpful.
- http://counseling.uchicago.edu/vpc/ click on “SCRS Version”

This handout is part of a Self-Help Information Series written by Kirkwood Community College Counselors, Cedar Rapids, Iowa. 319-398-5471 or 1-800-332-2055, ext. 5471.

Please share this information with family, friends and classmates.
Running out of time? Take a minute to read the following materials and you may be able to save yourself some stress, some problems and maybe some TIME, too!

What Is Good Time Management?
Making the best use you can of time is something most people want to do. Do you ever look with envy at people who get the big projects done on time and who still have time for the little things and for relaxation? To be able to join the crowd that manages time well, you must start by being willing to manage yourself. Adding good time management skills to your list of assets is a way to be happier, more effective and more successful.

Time management has long been valued by busy people. Most agree that time management is a TOOL for success. This tool enables you to achieve more - at school, at work and at home. Time management also contributes to a sense of well being by allowing you to better enjoy both work and play. You can begin to learn to manage time by assessing the ways you use your time. Remember, every week gives each of us the same 168 hours! TAKE A LOOK AT WHERE YOUR HOURS GO.

How Well Do You Manage Your Time?
Respond to these statements to see how well you manage your time.

1. I think daily planning guides are a waste of time. Yes No
2. My academic / career goals are pretty clear to me. Yes No
3. Leaving assignments / tasks until the last minute is a big problem for me. Yes No
4. I organize my time very well. Yes No
5. I wish I were more motivated. Yes No
6. It is easy for me to cut short visits with people who drop by when I am studying or doing other tasks. Yes No
7. Visitors should feel free to see me whenever they want. Yes No
8. I know which activities in my life are important to focus on and which ones are not. Yes No
9. I am a perfectionist in everything I do. Yes No
10. I have enough time to pursue leisure activities. Yes No

SCORING:
Odd numbered statements, 1 point for each YES; Even numbered statements, 1 point for each NO.

IF YOUR SCORE IS:
1 - 2 You are probably on top of things but can still improve.
3 - 4 You are treading water.
5 - 7 Managing your time well is a problem!
8 - 10 You are on the verge of chaos, keep reading!

Helpful Hints
Here are some ways to help you deal with time problems:
1. Develop routines and schedules. They reduce thinking time and permit organization.
2. Concentrate on one thing at a time.
3. Leave for class or appointments ten minutes early.
4. Schedule your time to take advantage of idle waiting time - read assignments, organize your thoughts, make lists while waiting in a doctor’s office.

Obstacles
If you have problems managing your time, you probably can identify with some of these typical “time leaks.” These are barriers to using your time efficiently and effectively.
- Starting a job before thinking it through.
- Doing things that can be delegated to others.
- Over-committing your time.
- Handling too wide a variety of duties or spreading yourself too thin.
- Failing to build barriers against interruptions.
- Allowing discussions and conversations to continue after their purpose is fulfilled.
- Procrastinating and putting things off until “later.”

You probably have many things competing for your time. You may have a job, family responsibilities, chores around the house and leisure activities, as well as your academic work. You also have to eat and sleep. Sometimes you may wonder where your time has gone on a certain evening as the hour approaches midnight. You may also wonder how you will ever do all that you have to get done within a given amount of time. It is important to realize that you have a great deal of control over when and how you do things. By planning your time, setting priorities and developing a realistic schedule, you can feel more in control of your time and your life. You can also fulfill your responsibilities in a more effective way and reduce the possibility of putting yourself in a stressful situation.