Time Management and Fighting Procrastination
Why is Time Management Important?

• Get more done in less time

• Keeps tasks and assignments in context

• Reduce stress

• Increase quality of your work

• Time is limited. THERE ARE 168 HOURS IN A WEEK
Reflect on Your Time Management...

- How do you manage your time?
- What have you been doing well?
- How could you improve?
- Where Does Time Go?
SUCCESSFUL TIME MANAGEMENT?
Barriers to Managing Time Wisely

• Distractions

• Poor organization

• Poor planning, or failing to plan

• Procrastination
Session Topics

• Getting Organized
• Setting Goals
• Scheduling Study Time
• Fighting Procrastination
• Tips on how to plan
Getting Organized

• Use a planning system: Phone App, planner, Google Calendar, etc

• Write everything down that you must accomplish

• Create to-do lists

• Keep course materials organized (binder, folder, electronic document)
Setting Goals

- Set goals for projects due in a few days and in a few months
- Short and Long Term Goals
- Break Larger Tasks Down Into Smaller, More Manageable Tasks
- Set deadlines for Yourself
Study Time

• You must set aside study time

• Use small segments of time throughout the day

• Planning time for daily/weekly review of material

• When?

• Where? Importance of location
Fighting Procrastination

• Why do we procrastinate?

• What do we do when we procrastinate?

• What are some suggestions to help combat procrastination?
Fighting Procrastination

- Break your work into little steps
- Change your environment
- Eliminate distractions
- Get a buddy
- Tell others about your goals
Bringing it together: Time Management
Scenario – Creating a Schedule
Try It With Your Semester Schedule

• Input all important semester deadlines and dates

• Schedule fixed blocks of time first
  • Courses, meetings, office hours, etc.

• Set realistic daily goals and to-do lists

• Schedule the appropriate amount of study time and avoid scheduling marathon study sessions
Discussion Questions

• Where do you find yourself most productive?

• When are you most productive?

• How do you motivate yourself?

• Do you work with others? Is it beneficial?

• Strategies and changes you can make to use time more effectively?
Takeaways

• What will you begin using to help you with your time management?

• What tips and strategies did you find most helpful?
Want more advice? Schedule an Individual Consultation with an ESS Staff Member!

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