What is Time Management?
• Managing time means investing your time appropriately to accomplish tasks, manage relationships, and extracurricular activities.
• This concept of managing time assumes that you have clearly focused values and goals for your work, family, studies, social activities, other people, and most importantly, yourself.

So what?
• Think about your own Time Management Skills and see how many of these apply to you:
  • I do things in priority order.
  • I accomplish what needs to get done during each day.
  • I am always on time with assignments.
  • I use my free time efficiently.
  • I tackle difficult and unpleasant tasks without procrastinating.
  • I am working up to my potential.
  • I spend enough time planning.
  • I prepare and prioritize my To Do list.
  • I meet deadlines without rushing at the last minute.
  • I am up to date on personal paperwork.
  • I don’t let interruptions sidetrack me from my daily tasks.
  • I know the difference between efficient and effective use of my time.
  • I don’t spend too much time on trivial matters.
  • I wake up in the morning ready to tackle tasks of the day.

Try using this method to budget your time in a week:

The following is a formula for budgeting the numbers of hours in a week against the amount of work you have. Here is a sample of how one spends his/her time:

- # of hours for sleep/week
  @8/night for 7 nights
  56 hours

- # of hours for meals/week
  @ 3/day for 7 days
  21 hours

- # of hours for classes/week
  16 hours

- # of hours for job/week
  8 hours

Total # of hours used
125

Subtract the total number of hours/week used (125) from the total number in a week (168). There are still 43 hours yet to be budgeted. Everyone’s schedule is different so take a few minutes to figure out where your time goes.