

TIME & LIFE MANAGEMENT

Presented at NJSLC 2009

MacGarret Becker and Joe Bezousek, Creighton University

Introductions

- Presenters

 - ▣ MacGarret Becker

 - ▣ Joe Bezousek

- Attendees

 - ▣ Who are you, where are you from, what's your favorite thing you're involved in on your home campus, and why are you at this session?

 - *keep it brief, please!*

What We'll Cover



- Time Management
- Making the jump from student to professional
- Maintaining balance while managing responsibilities
- Recommendations and References

Time Needed for Basic Commitments

- Sleeping, eating, classes, work, and other obligations constitute much of our time during the week.
- Video games, a work out at the gym, a long phone call, or commuting/driving also contribute to our weekly time usage.
- Procrastination, lacking self-discipline, unorganized work space or files, and other interruptions can negatively impact our available time.
- Magic number = 168

Time Expenditures

Column A

- Hours for Sleep
- Hours for Meals
- Hours for personal grooming
- Hours for household commitments
- Hours spent in class
- Hours spent at work
- Hours spent commuting

Column B

- Hours per activity
 - ▣ Class #1
 - ▣ Class #2
 - ▣ Class #3
 - ▣ Class #4
 - ▣ Leadership organization #1
 - ▣ Leadership organization #2
 - ▣ Physical health

Time Expenditures

Column A

- Sleep (56 hours)
- Meals (20 hours)
- Personal grooming (6.5)
- Household chores (5.5)
- Class (0)
- Work (40)
- Commuting (0)

Column B

- Hours spent per activity
 - ▣ Softball (2)
 - ▣ Exercise (0-4)

$$A + B = 130$$

$$168 - 130 = 38$$

Time Management Tips

- Plan for the unexpected
 - ▣ The 5 P's: Prior Planning Prevents Poor Performance
 - ▣ Be realistic about time commitments
- Learn to say **no**. Start small and build confidence in yourself to know your boundaries.
- Manage your time now!
 - ▣ Consider viewing each week as a 40 hour work week.
- Allow time for yourself, such as a trip off-campus, a good workout, or other ways of mental self-help.
- Reward yourself when you complete important projects

Making the Jump

- College is meant to prepare you for the “Real World”
- Where Universities often fail
 - ▣ Too large of a safety net?
 - ▣ Level of parent interaction
 - ▣ Too grade driven
- Where students often fail
 - ▣ Lack of time management skills
 - ▣ Professionalism
 - ▣ Be yourself, but...
 - ▣ What’s next?

What's Next

- Career Service Departments are step one
- Graduate/Professional School
 - ▣ Interviews become key. Use every interview as a chance to improve your skill set.
 - ▣ Learning your trade or delaying the “Real World”?
- Employment
 - ▣ Long term or interim
- Volunteer Work
- Where to live
 - ▣ Family
 - ▣ Friends

Social Networking-Friend or Foe?

- The Internet is everywhere, so is anything you put on there.
 - ▣ Beware of facebook, myspace, etc.
 - Even private sites can cause damage
 - ▣ Emails are forever
- Behaviors in social settings
 - ▣ A new paparazzi?
- Using sites to network is key
 - ▣ Much easier today than in the past
 - ▣ The world is smaller than ever before

Networking & References

- Remember, it's not always *what* you know, it's also who you know!
 - ▣ Networking goes a long way in every field – it really is a small (flat) world out there, so meet and develop relationships with a wide variety of people.
- Avoid burning bridges
- By attending NJSJC, your potential network has grown by 200 people!

Social Etiquette

- Mingling
 - Who
 - What
 - Where
 - When
 - Why
- Dinner Etiquette
- Cell Phones should not be seen nor heard
- More important than your GPA

Finding a Recommender/Reference

- First, consider the relationships that are important to you.
 - ▣ Title of the recommender isn't necessarily important, but the value/depth of the relationship is valuable.
 - ▣ These persons should be able to speak to your academic success, leadership, balance, and growth.
 - ▣ Consider having 2-5 persons as possible references.
- Second, have a serious conversation with your recommender/reference about your future plans.
 - ▣ Openly discuss the challenges & opportunities for graduate/professional school, service, going abroad, or entering the world of work

Recommenders & References

- Third, consider who would be best to speak to your qualities for each application.
 - ▣ While some references are solid for all applications, others may be better suited for a specific application.
 - ▣ Share a broad view – supervisors, advisors, & youth group leaders will each share a different perspective

- Fourth, discuss with your references when and how you will list their names on applications.
 - ▣ Inform your reference when you make an application.
 - ▣ Provide your reference with:
 - Listing of the positions,
 - Contact person
 - Skill sets you'd like them to highlight

Recommenders & References

- If you are relying on a person to complete a letter or form on your behalf, give them plenty of time.
 - ▣ Consider also providing references with the name, title, address, and official program/position name for accuracy.
 - ▣ Ask if the reference needs an envelope & stamp
- Be sure to thank your recommenders & references
 - ▣ Let them know if you got the job or scholarship!
- Keep in touch with your recommenders & references
 - ▣ Send updated résumés

Conclusion and Questions

- We covered:
 - ▣ Time Management
 - ▣ Making the jump from student to professional
 - ▣ Maintaining balance while managing responsibilities
 - ▣ Recommendations and References
- Questions & Discussion – let's hear from you!

Keep in Touch after the Conference

- Joe Bezousek, Associate Director of Admissions
 - wdwjoe@creighton.edu
 - 800-282-5835

- MacGarret Becker, free agent
 - mdbecker@creighton.edu
 - 402-280-2717