

TIME MANAGEMENT & TIME SAVER STRATEGIES



1. Clarify your values. (What's most important to you at this time in your life?)
2. Set your goals based on your values (ie. daily, weekly, semester goals.)
3. Set goals that are specific, measurable, acceptable to you, realistic, time framed for completion. ie SMART
4. Develop an action plan based on your goals.
5. Set top priorities and work on these.
6. Break down big tasks into smaller do-able chunks.
7. Allow enough time for each task. Don't rush.
8. Use calendars: semester, weekly, daily.
9. Plan your day. Write daily "to do" lists and cross off tasks as they're completed.
10. Group related tasks.
11. Plan tasks before you begin them.
12. Set deadlines.
13. Review your short and long term goals.
14. Use your peak times wisely.
15. Watch out for time wasters.
16. Have small tasks at hand for waiting times.
17. Review your notes soon after lectures and regularly during semester.
18. Carry a note pad for times when an important thought comes along.
19. Have a purpose for everything you do.
20. Identify and eliminate tasks that don't need to be done by you.
21. Eliminate tasks that aren't related to your goals.
22. Allow extra time for the unexpected.
23. Do creative work where you won't be disturbed.
24. Know your limitations and don't over-schedule.
25. Return calls & texts, answer emails and go on facebook at a set time.
26. Organise your workspace.
27. Develop a good filing system.
28. Put aside material that you won't read.
29. Don't trust your memory. Write it down.
30. If you organize study groups, stick to the purpose and finish on time.
31. Allow some time for yourself, family and friends.
32. Learn from failures and mistakes then forget them.
33. Reward yourself for effective time management.