

Leadership Tips

Time Management



Office of Student Life
AND Cultural Centers

for the student leader

As a student leader, there is a real danger of becoming "over committed." The necessity of juggling a home life, social time, studying, and relaxation makes it imperative that you have good time management skills.

Make use of the following "hints" when trying to manage your time:

- Write down ideas you want to act on. Do *not* trust your memory, no matter how good it is.
- Set your priorities first thing in the morning, before any work gets underway.
- Use your peak efficiency time (*i.e. morning person or night person*) for difficult tasks.
- Do not over schedule.
- Tackle time-consuming projects in stages.
- Concentrate on one item at a time.
- Institute a quiet period where you live.
- Use your low productivity hour(s) for easy to do projects and casual reading.
- Close the door when you do not want to be disturbed.
- Carry reading material with you at all times. Use waiting time to read.
- Have a place for everything.
- Keep your desk free of papers you are not working on that day. This prevents papers from being mixed up or lost.
- Set reasonable deadlines for yourself.
- If further information is not likely to change the decision, make it now.
- Have an organized workspace.
- Only handle a piece of paper once.
- Use an appointment book.
- Be aware of visitors and how much time they take.
- Do it now! Do not procrastinate.
- Learn to say "No".

