

Campus Services

Academic Advising

advising@ksu.edu
www.k-state.edu/advising

Academic Assistance Center

101 Holton Hall
www.k-state.edu/aac
785-532-6492

Counseling Services

2nd floor, English/Counseling Services
www.k-state.edu/counseling
785-532-6927

K-State Research and Extension

www.oznet.k-state.edu
785-537-6147

Student Activities & Services

Ground Floor, K-State Student Union
www.k-state.edu/osas
785-532-6541

Office of Student Life

102 Holton Hall
www.k-state.edu/studentlife
785-532-6432

If you have questions regarding
K-State HD or services on
campus, please contact us at:



K-State HD
Office of Student Activities
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Ground Floor, 809 K-State
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References:

[http:// www/studygs.net/timman.htm](http://www.studygs.net/timman.htm)

<http://dartmouth.edu/~acskills/success/time.html>

www.mindtools.com/pages/article/newHTE_05.htm

<http://www.mindtools.com/pages6.html>

Time Management



Information and Tips
about Time Management
and Staying Organized.

Brought to you



Time Management

Many students feel a great need to develop time management in college. Unlike high school, college students have a lot less in-class time and more outside of class work. This allows a great deal of freedom and flexibility to college students, but when adding in work and extra curricular activities balance and time management can become a problem.



Why Manage Your Time – Advantages

- Gain Free Time
- Motivates and Initiates
- Reduces procrastination and avoidance
- Promotes Review of Course Work
- Eliminates cramming study sessions and stress
- Reduces anxiety

Strategies for Using Time Management:

Develop blocks of study time - Start by trying blocks of 50 minutes. Everyone has a different attention span and restlessness. Take short breaks to stay focused. Some people may block 2 hours, while some students may need to block 30 minutes at a time for studying. More difficult material may also require more frequent breaks

Schedule weekly reviews and updates - This could be individually or with groups depending on how you like to review and learn your course material.

Prioritize assignments- When studying, get in the habit of beginning with the most difficult subject or task first. It will be much easier to complete the other assignments after your most important one is done. This will also reduce your stress level.

Develop alternative study places free from distractions to maximize concentration

Use your time wisely— Think of times when you can study "bits" such as in while walking to class or between your favorite TV shows.

Review studies and readings just before class

Review lecture material immediately after class - (Forgetting is greatest within 24 hours without review)

Schedule time for critical course events - Papers, presentations, tests, etc. Using a planner of some sort is very important to organization and time management. Keep it updated and with you.



To-Do Lists

To-Do lists should be used as priority lists for things that need to be done. They should always start with the most important task first and the least important task on the bottom. To do lists should be realistic and doable, not overwhelming and stressful. Instead of making one big to-do list, try breaking it down and making daily lists of things to accomplish. You will be more likely to complete the list, and be motivated to continue and feel accomplished. You will also be much more reliable and dependable.

Download a To-Do List template at www.mindtools.com/pages/article/newHTE_05.htm

Goal Setting Tips

- **Be Realistic!**
- **State Goals in Positive Statement.** - Avoid using negative words.
- **Be Precise** - Use specific dates, times, amounts, or standards to measure your achievement.
- **Set Priorities** - When you set several goals at one time, give each a priority. List most important to least important.
- **Write Goals Down—** Seeing your goals in print can be a great visual reminder and motivation.
- **Keep Operational Goals Small** - Keep low level goals smaller so they can be reachable. If goals are too large, it can seem that you are not making progress on them, and it can be un-motivating.
- **Set Performance Goals, Not just Outcome Goals** - This will give you much more control over your goals. You can keep control over the achievement of your goals and draw satisfaction from them.

S.M.A.R.T. Goals

- S - Specific**
- M - Measurable**
- A - Attainable**
- R - Relevant**
- T - Time-Bound**