



Time Management Strategies to Improve Productivity

- Do you feel the need to be more organized and/or more productive?
- Do you why you haven't accomplished as much as you had hoped to?

It is important to understand that no matter how organized we are, there are always only 24 hours in a day. Time doesn't change. All we can actually manage is our behavior and what we do with the time that we have. We need to establish a goal of eliminating our personal time wasters.

Plan each day.

Planning your day can help you accomplish more and feel more in control of your life. Write a to-do list, putting the most important tasks at the top. Don't forget to reward yourself for your accomplishments.

Prioritize your tasks.

Time-consuming but relatively unimportant tasks can consume a lot of your day. Prioritizing tasks will ensure that you spend your time and energy on those that are truly important to you. Also set realistic goals that are attainable and remember it's okay to say no.

Take the time you need to do a quality job. Doing work right the first time may take more time up-front, but errors usually result in time spent making corrections, which takes more time overall.

Break large, time-consuming tasks into smaller tasks. Don't get overwhelmed by a large project as a whole. Focus on one individual part, complete it and move on to the next part.

Take a break when needed. Several short work sessions can be more productive than one longer one.

Don't waste time waiting. From appointments, trips to a practice, it's impossible to avoid waiting for someone or something. But you don't need to just sit there and twiddle your thumbs. Always take something to do with you, a book to read, some notes to study, a folder to organize. Every minute of work accomplished is an additional minute of time you will have to use as you wish later on.

It's a great day to be a Hawk!

Evaluate how you're spending your time. Keep a diary of everything you do for three days to determine how you're spending your time. These time bandits must be identified and avoided to increase productivity. If so, you could free up some time to enjoy being with family, friends, or other activities of interest. Also block off time where you really want to concentrate and accomplish a great deal. Cell phones, music, and other distractions should be removed. Your friends will learn when these time are for you and respectfully refrain from unnecessary disruptions.

Establish routines and stick to them as much as possible. Establish a regular time and place for study. This will save you time in the long run because you will have "programmed" your mind that "this is the time and place that I study." Following this routine will make it easier for you "motivate" yourself.

Use your planner to keep a schedule of your daily activities. You have to be aware of what you have going on and when it happening. Time should never be wasted looking for papers or worse yet doing an assignment again when you have already completed it once. Your locker, work station at home, backpack, computer files, and binder/folders should be organized so you can find what you need efficiently.

Find the Right Time.

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night. Also, schedule the most difficult and important tasks for times when you are at your best.

Additional suggestions

- **Review Your Notes Every Day:** Reviewing helps you reinforce what you've learned, so you need less time to study before a test. You'll also be ready if you get called on in class or have to take a pop quiz.
- **Just Do It:** Instead of procrastinating, just do it. Wasting an entire evening thinking about something that you're supposed to be doing is not productive.
- **Study Together:** If possible, schedule study time with a partner. Choose your partner wisely however. Make sure you study, not socialize. If you schedule this just like you would soccer practice, or music lesson, it becomes routine.

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