

Pretending To Be Too Busy

Many people spend their days in a frenzy of activity, but achieve very little, because they are not concentrating their effort on the things that matter the most.

HOW STUDENTS CAN CONSTRUCT A USEFUL STUDY SCHEDULE

The success of your study schedule will depend on the care with which you plan it. Careful consideration of some of these points will help you make a schedule that will work for you.

Plan a Schedule of Balanced Activities

College life has many aspects which are very important to success. Some have fixed time requirements and some are flexible. Some of the most common which you must consider are:

- **Fixed:** eating, classes, work and assignments, prayers
- **Flexible:** sleeping, recreation, study, relaxation, personal affairs

It is important to make a schedule keeping in mind the fixed activities and the activities you can adjust and accommodate.

Study at a Regular Time and in a Regular Place

Establishing habits of study is extremely important. Knowing what you are going to study and when, saves a lot of time in making decisions and retracing your steps to get necessary materials, etc. Commit yourself more definitely to study various subjects at certain regular hours.

The Sooner you Study After your Classes the Better

Study after one hour of lectures will do as much good in developing understanding of materials as several hours or a few days later. Check over lecture notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate.

Utilize Odd Hours During the Day for Studying

The scattered one or two hours, free periods between classes are easily wasted. Planning and establishing habits of using them for studying for the class just finished will result in free time for recreation and activities at other times in the week.

Limit Your Study Time to Not More than 2 Hours on Any One Course at a Time

After 1 to 2 hours of study you begin to tire rapidly and your ability to concentrate decreases swiftly. Taking a break and then studying some other courses will provide the change necessary to keep up your efficiency.

Trade Time- Do Not Steal

When unexpected events arise that take up time you had planned to study, decide immediately where you can find the time to make up the study missed and adjust your schedule for that week. This trading agreement provides for committing one night to study and simultaneously finding time for recreational activities.

Provide for Spaced Review

That is, a regular weekly period when you will review the work of your courses and be sure you are up to date. This review should be cumulative, covering briefly all the work done thus far in the semester. Complete all your unfinished projects and get all the missed notes.

Practice Self-Recitation as a Device for Increasing Memory

Organize you notes in a question and answer form and think in terms of questions and answers about the main ideas of the material as you review weekly. When preparing for exams, try to predict the questions the instructor may ask.

REMEMBER

The above suggestions do not lead to enslavement by a calendar. It may sound awful, especially if you are a skilled time mismanager. But it actually leads to a greater sense of freedom and accomplishment because you are in control. That is all self-management is--managing your life more effectively. By following these suggestions, you will be happier, more satisfied, and more productive. Try it—you will like it!

Notice each day's accomplishment. Sometimes it is easier to focus on what we did not get done each day. Make a habit of giving yourself credit for what you did.

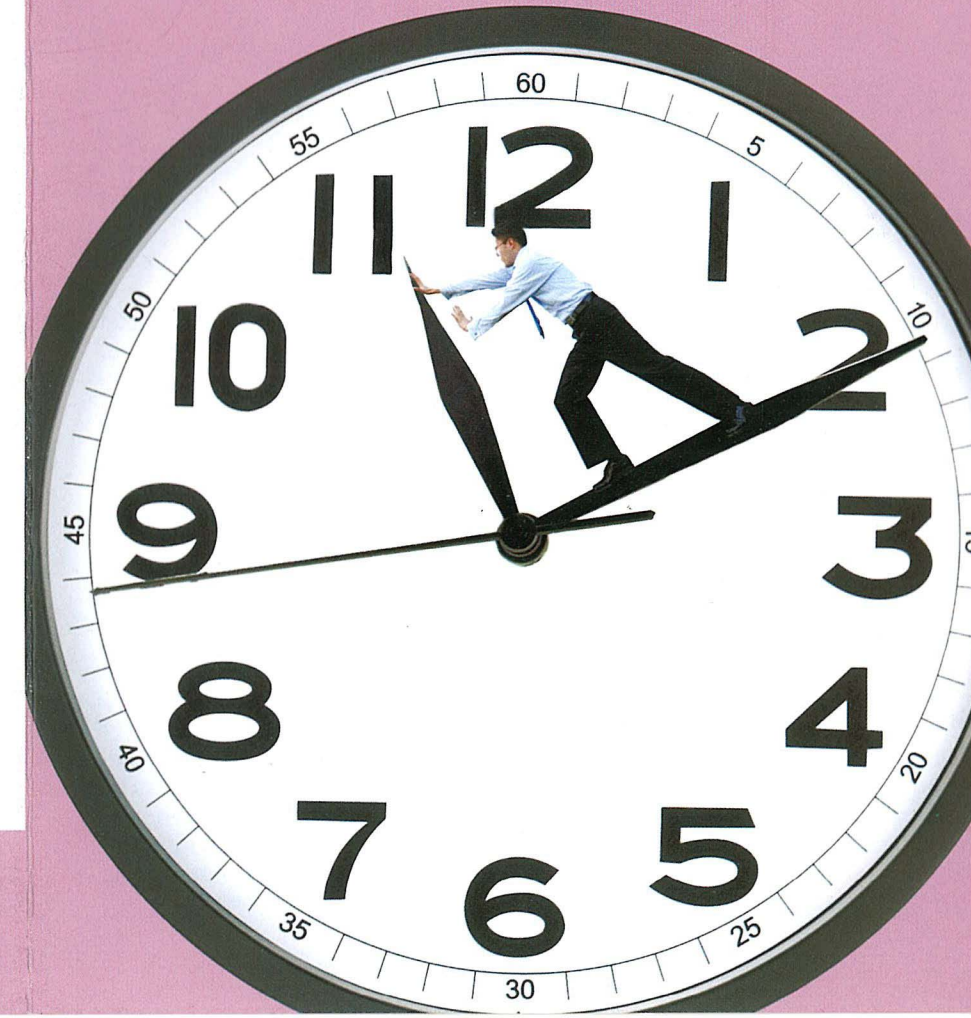
One last thing: WEAR A WATCH!

Contact

NUST Centre for Counseling and Career Advisory
NUST Campus, H-12, Islamabad - Pakistan.
Ph: 051-9085 1571, 051-9085 1579
E-Mail: c3a@nust.edu.pk

NUST Press

TIME MANAGEMENT



Time management refers to a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals. It encompasses a wide scope of activities, these include planning, allocating, setting goals, delegation, analysis of time spent, monitoring, organizing, scheduling, and prioritizing. Effective time management can really improve the quality of your daily life. It can allow you to obtain emotional, physical, academic and monetary benefits.

Typical Symptoms of Poor Time Management

- Missing deadlines.
- Regularly working long hours.
- Regularly taking work home.
- Feeling pressured by a lack of time.
- Not spending enough time with family or friends.
- Often unable to get everything done.

IMPORTANCE OF TIME MANAGEMENT

Reduction of Stress

When you effectively manage your time, you will have a properly prioritized schedule. You will find that you lead a life that has considerably less pressure. By completing tasks on time and not procrastinating, you decrease the quantity of stress that happens when you put off tasks. By using time management, you can decrease the strain and irritation that a hectic schedule brings.

Gaining a Sense of Achievement

With a proper timetable you have time to spare for things that you enjoy and can find more time to unwind. You do not have to worry about how you are going to get everything done on time, because your schedule is set. Everything gets completed in a planned manner. A sense of achievement also comes from knowing that you finished everything that you needed to get done, and since you were not rushed, the end result brings you satisfaction and contentment.

Increased Energy

When you do not manage your time well, you are constantly running around trying to get everything done and trying to sort through the jumbled mess of information that is clamoring for attention in your thoughts. If you properly manage your time, you are able to complete a task all at once and then move on to the next task at your leisure. The relaxed pace that comes from managing your time is a great benefit, and can help you to have increased energy.

Increased Productivity

Another advantage of time management is an increase in productivity. When your time is managed, you can complete more tasks and can get more done than you ever imagined. Instead of rushing through your tasks at work and not doing a proper job, you can take your time and produce quality results. Your increased productivity can help you get a promotion at work, better grades, earn more money for yourself, or meet your goals faster.

STRATEGIES FOR EFFECTIVE TIME MANAGEMENT

Find Out Where You are Wasting Time.

Many of us are prey to time-wasters that steal time we could be using much more productively. What are your time-bandits? Do you spend too much time net surfing, reading emails, or making personal calls? Tracking daily activities, the first step to effective time management, explains how to check your activities so you can form an accurate picture of what you actually do.

Prioritize Your Tasks

This concept seems simple, however, so many of us spend time doing things that do not really matter. You should start each day with a time management session prioritizing the tasks for that day and setting your performance benchmark. If you have 20 tasks for a given day, how many of them do you truly need to accomplish? Look at all the tasks and goals that you have set for yourself daily, monthly and yearly, then commit to those items that need to be done first.

Learn to Say No

Learning to say no saves your time because it will allow you to ultimately build on step 1, doing what matters. Often we are distracted or slowed down because we cannot say no to something of lesser importance. You must learn to flex this muscle otherwise you are allowing others to take your time away from you.

If You Do Not Schedule It, It Won't Get Done

Make a calendar and force yourself to schedule as much of your day as you can. It is too easy to say you will do something and then not follow up on it. If you schedule it and set realistic goals to accomplish your task, you will soon realize the power of this time management technique. Get in the habit of setting time limits for tasks.

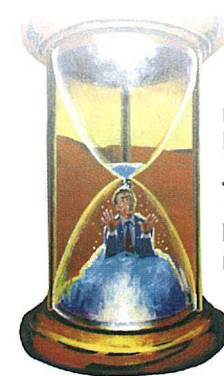
Things Get Done by Taking Little Steps

There is no such thing as an overnight success; all success comes from taking a little steps. If you have a goal or a task that needs to get done but you find yourself dreading to complete the task, break it down into smaller steps so that you make progress, not complaints.

Complete What You Have Started

Ideas get you started, however, it is discipline that helps you finish. Make every effort to finish or complete every commitment you are a part of. No matter how big or small the commitment, make sure you finish it. This tactic causes you to think before you promise, something a lot of us do not do.

MAJOR TIME WASTERS



Internet Use

Set a time for internet use. If you look at the time before sitting on the computer it will help you in cutting it down the next time you log on. Limit the number of times you check Emails daily, as well as time spent on replies.

Television

Plan ahead for shows you want to watch. Do not turn it on randomly.

Purposeless Conversation on Phone

Try to wait to call back when you have a study break or have finished your homework. If you do answer when it comes in, tell your friends you will call them back at the end of the study session. They will still like you!

Distractions

Eliminate as many audio and visual distractions as you can. Choose places and times to study when roommates/others are busy with other activities or are gone.

Lying Down

Leads to sleepiness when studying. Try to maintain an upright posture while doing work.

Lack of Organization

Working on small errands daily will help you avoid having to spend a whole day weekly "catching up".

Procrastination

Procrastination is putting off or avoiding something that must be done. Excessive procrastination can result in guilt feelings about not doing a task when it should be done. It can also cause anxiety since the task still needs to be done. Further, excessive procrastination can cause poor performance if the task is completed without sufficient time. In short, excessive procrastination can interfere with school and personal success.