

## TIME MANAGEMENT

### Do a Self-assessment at the Start of Your Year

- What are your priorities?
- What is your preferred working style?

*Tip: Ask yourself if these are truly yours or if you're trying to meet someone else's expectations or impress someone.*

### Post Your Priorities

- List your priorities where you'll see them everyday. Include:
  - Life priorities & goals for the quarter
  - Important dates, deadlines, or periods (e.g. friends' birthdays, finals week)

*Tip: It's easy to get distracted or end up off course. Remind yourself daily what is important to you.*

### Prioritize Planning

- Set an appointment with yourself & keep it.
  - Minimum: one hour, once a week
  - Review your priorities
  - Plan your upcoming week

*Tip: Keep your planning time sacred. Don't you deserve 1 hour out of 168 in a week?*

### Plan Each Week

- Make a list of what you want to get done in the upcoming week.
- Break projects/assignments into specific, do-able steps (e.g. read 20 pages of reader).
- Block time for:
  - Appointments you've agreed to (e.g. classes, meetings, work)
  - Each project/assignment steps (e.g. # of pages to read, # pages to write)
  - Personal care (e.g. shop, shower, eat, exercise)
  - Transit time & free time

*Tip: Check if your priorities are reflected in how you plan to use your time.*

### Follow Through

- Review your plan before starting your day.
- Do each time block with full attention and commitment.
- When you complete something, check it off as done! Celebrate!
- Push yourself to follow your plan & finish everything.
- Before you change your plan, stop & think

*Tip: When something unplanned comes up, find out how much time it takes and if you have time to do it. Learn to say, "I'll have to get back to you" or "No, I can't do that."*

### Evaluate Each Week

- At the end of the week, review your plan and what happened.
  - What went well
    - Celebrate and reflect on how you were able to do it
  - Identify what was left undone or not done well
    - Reflect on why
    - Decide what you want to do differently next week
  - Make a commitment to make progress on your priorities

*Tip: Be patient with yourself. Practice, reflect, and perfect.*

## PROCRASTINATION

### **Some things to try if you find yourself procrastinating:**

- Evaluate your surroundings: do you need to find a different place to study that is less distracting?
- Evaluate your plans. Are you doing too much?
- Evaluate your life-style with honesty:
  - Are you creating stress by not sleeping enough or eating a high sugar, high fat diet? Are you exercising?
  - Are you partying so much you're tired and not able to focus?
- Stop interruptions: find a way to communicate your needs to others.
- Get a study buddy and agree to help each other stay focused during study periods.
- Avoid being hard on yourself. Negativity saps your energy & will power.

### **If you've tried everything, but keep procrastinating, ask yourself:**

- *Do you avoid things out fear of failing? Does it feel overwhelming?*
- *Do you often find yourself feeling anxious or depressed?*
- *Have you tried your best to "just do it" but find you can't get past certain tasks?*
- *Are you getting tired sooner or sick more frequently?*
  
- If you think there may be deeply rooted fears, pushing yourself may only add to your frustration. Consider talking with a counselor or finding help to move past these doubts and fears. UCSC has counseling services that are free for students. For info, go to: <http://caps.ucsc.edu/>
- If you find you don't like your major or something you've made a commitment to, take time to reflect: ask if you could change this decision or aspect of your life. Talk with your friends, staff, faculty, or academic advisor.
- Be honest with yourself. Are you taking full responsibility for your life? Or is there a part of you that expects someone else to do your work or rescue you at the last minute?
- If alcohol, drugs, or other substances are making it harder to achieve your goals, get help and support. UCSC has free workshops and support groups. Check out: <http://healthcenter.ucsc.edu/shop/aod-program/index.html>