DON’T PUT THIS WORKSHOP OFF UNTIL TOMORROW

Time Management & Battling Procrastination

Student Success Programs - 113 Axe Library
What

- Attitudes
- Mental processes
- Lying to yourself (& others)
Rationalization
Identify

Self-Check

- What tasks am I currently putting off?
- What tasks have I put off doing in the past?
Identify

Self-Check

Is there a pattern? Are there certain types of tasks I avoid doing until the last minute?

How do I know when I’m procrastinating? Do I have a favorite replacement activity(ies)?
Identify

Procrastination Survey

Think about your answers - are you a YES to some of these ‘occasionally’ or ‘more often than not’?

Did you answer Always to 5 or more questions?

You may be a Die Hard Procrastinator
Take Action

- Identify *productive* replacement activities you find yourself doing when you procrastinate: activities you need to do but are not a priority.

- Consider *time-wasting* replacement activities you find yourself doing when you procrastinate: activities you do not need to do.
PROCRASTINATION
TIME MANAGEMENT

How Are You Spending Your Time?

Prioritize!

Make A Plan!

“The future is something which everyone reaches at the rate of sixty minutes an hour, whatever he does, whoever he is.”

~C.S. Lewis
TIME MANAGEMENT

- Eating: 14%
- Sleeping: 34%
- Classes: 10%
- ?: 42%
TIME/TASK MANAGEMENT

★ STEP 1:
  - Taking Data: How do you spend time now?

★ STEP 2:
  - Interpreting Data
    - Were there days/times that were more productive than others?
    - Can you tell why?
    - Did the time you thought you spent doing something match up with reality?

★ STEP 3:
  - Setting Priorities with a Task Management To-Do List
    - Don’t worry so much about TIME management, worry about the final product
    - Identify tasks to be done (MASTER to-do list)
STEP 4:
- To-Do Lists (and task management checklists)
  - Make a list of major tasks
  - Break up into smaller tasks
  - Write it down (tasks/sub-tasks)
  - Take rewarding breaks
  - Check off each sub-task as you complete it
  - Review daily and weekly!

Step 5:
- WRITE IT DOWN and PRACTICE!
  - As you track, also include the time it took to complete the sub-task
  - Sub-tasks become easier to identify the more you use the technique
TIME MANAGEMENT

So much to do, so little time!

- Prioritize!
  - Make a list
  - Categorize
    - Urgency: how time-sensitive is the task?
    - Importance: the task’s value to you
## Time Management

<table>
<thead>
<tr>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important</strong></td>
<td><strong>Quality &amp; Personal Leadership</strong></td>
</tr>
<tr>
<td>Necessity</td>
<td>Deception</td>
</tr>
<tr>
<td><strong>Not Important</strong></td>
<td><strong>Waste</strong></td>
</tr>
</tbody>
</table>
These tasks usually get our attention – but if most of your day is spent here, it can be stressful!

**Important**
- a crisis or pressing problem (e.g., overflowing toilet)
- impending deadline (e.g., test tomorrow)

**Urgent**
These tasks are time-sensitive, but don’t matter that much to you.

If you find you’re not getting enough done, you may be spending too much time here.

- **Urgent**
  - most interruptions (e.g., phone calls)
  - many popular activities (e.g., responding to a text message)

- **Not Important**
At the end of the day, time spent here is the most gratifying. These tasks tend to become urgent if you procrastinate.
Spend as little time on these tasks as possible.

**Not Urgent**
- reading junk mail
- time-fillers
  (e.g., channel surfing or social networking sites...)
TIME MANAGEMENT

- Refer to worksheet
  - ‘How Are You Spending Your Time’

- Rough draft of research paper
- Hair cut
- Work Out
- Dinner w/ Friends
- Go to Health Center for cough/headache

<table>
<thead>
<tr>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important</td>
<td>Not Important</td>
</tr>
</tbody>
</table>
TIME MANAGEMENT

- Make a plan that works for you
  - Spend time at the beginning of each week and day to plan & follow up on each day’s plan

- Use a weekly/monthly planner to keep items in front of you
  - ‘At A Glance’ somewhere you won’t be able to ignore

- It’s OK to be flexible & modify your plan when you need to
TIME MANAGEMENT

Revisit:
- ‘How Are You Spending Your Time?’
- ‘Setting Priorities’

Map what you’ve learned/created onto the Weekly/Monthly Planner
- Monthlies: occur same day every month
- Weeklies: occur same day of every week
- Dailies: specifics, do not occur regularly
Make a Plan that works for YOU:

- 5-10 minutes:
  - Beginning of each week - lay out a plan
    - Follow up on the plan each day
    - Modify or add activities through the week as needed

- Reserve large blocks of time: working with complex concepts or new material
  - Divide large blocks of time into smaller blocks to give yourself breaks
TIME MANAGEMENT

Make a Plan that works for YOU:

- Leave some ‘room to breathe’ on your schedule
- Accountability: you may need to find a friend who can ask you monthly, weekly or perhaps daily how well you’re doing!
  - Maybe you can get a friend or two to join you in your efforts to establish priorities and better manage your time!
REFERENCES


- Hazard, Laurie, 2011. “Psychology of Procrastination”, The Academic Center for Excellence, Bryant University, Smithfield, RI.


DON’T PUT THIS WORKSHOP OFF UNTIL TOMORROW

@PSUSUCCESS