

## Time Management

1. Purchase a weekly planner and a wall calendar. On both, mark out when:
  - a. All major assignments are due (research papers, group projects)
  - b. All quizzes are scheduled for
  - c. All tests are scheduled for
  - d. All papers are due
  - e. All bulletin boards and programs are due by
  
2. Fill out two schedule sheets, one to hang on your bulletin board and one to keep with you.
  - a. Fill out all your classes
  - b. For each hour of in-class time, you should schedule at least two hours for out-of class work
  - c. Fill out all meeting/appointment times
  - d. Fill out study hours
  - e. Try to schedule study time between classes, that way you won't be leaving it all until late at night
  - f. Make sure to schedule YOU TIME! This can be time when you watch your favorite T.V. show, or time to hang out with friends
  
3. Each day make a list of your assignments and schedule what you need to complete for the next two days. When a task/assignment is completed, cross it off.

### Helpful Hints:

1. When studying, take a five-minute break every half-hour. Get up and walk around, have a snack, etc.
  
2. It is sometimes easier to start with the more difficult tasks when your brain power is at its best.
  
3. On the other hand, it may be helpful to get rid of an easy task first so that it does not become a distraction.
  
4. Drink at least 8 cups of water each day.
  
5. Make sure you get plenty of sleep!

### Reference:

The Pathways Center, New England College.

## How To Make An Effective "To Do" List:

1. Write it down! Don't try to remember everything
2. Break big projects down into smaller pieces
3. List each activity necessary to reach your goal
4. Rank items according to importance
5. Follow through! (Set rewards/consequences for completing/not completing items)
6. Do it every day (It will soon become habit)
7. Cross off completed tasks, it will give you a sense of accomplishment to see all the crossed off tasks

## The Moral Of The Story Is...

A rugged outdoorsman was chopping his winter firewood late one chilly autumn evening near the Rail Trail. Meanwhile, a bright young Castleton student was taking a walk to enjoy the vibrant colors of fall in southern Vermont. As she passed the woodcutter's cabin, she paused to watch him work. She marveled at how hard he was working, but noted that he wasn't really making much progress with the firewood. She quickly surmised that his axe must not be as sharp as her intellect. She asked him "Why don't you stop and sharpen your axe?" Without slowing his swing, the man called back, "I can't stop to sharpen my axe! I have too much wood to cut!"

## 9 Ways To Say "NO"

1. Thank you for asking me to help with this. It is an honor to be asked even if I won't be able to say yes at this time.
2. If you can ask again at a later time (next week/month/year/life) I might be able to say yes.
3. I need to check with my supervisor/coworkers and see where this fits in with the other projects we are currently working on.
4. Remember the other project I'm working on for you? Do you want me to set that aside for now and concentrate on this or should I wait and finish that first?
5. Oh, you need to know right now whether I can do it? Then the answer needs to be no. If you could give me a day or so to look at everything, I might be able to reprioritize some things.
6. No, Thanks!
7. This is such a great opportunity. I wish I could take that on, but there really isn't any room on my plate right now.
8. I need a few days to look over my schedule and make sure I can give you the careful attention it deserves.
9. No, I wouldn't be able to take that on right now, but thanks for asking!

### References:

[http://www.whitman.edu/residence\\_life/Manual/Time%20Management%20doc.pdf](http://www.whitman.edu/residence_life/Manual/Time%20Management%20doc.pdf)

[http://www.reslife.net/html/tools\\_1101a.html](http://www.reslife.net/html/tools_1101a.html)