

THE 25 HOUR DAY

Set realistic goals; follow priorities, and don't feel guilty when you fail to get everything done.

- Alan Lakein

Time Management for the Busy College Student

Time is a difficult resource for college students to manage and although it isn't in short supply, it must be rationed to be effective. The following information is designed to make this task easier.

Tips for Managing Time

- Plan your schedule daily and set priorities.
- Delegate everything you possibly can to others.
- Carry 3 by 5 cards to jot down ideas or notes during the day.
- Concentrate on one thing at a time.
- Break large projects into small tasks.
- Make productive use of waiting time.
- Generate as little paperwork as possible.
- Set goals and revise them periodically.
- Give yourself time off and rewards when you've made an important accomplishment.
- When you find you're procrastinating, ask yourself what you're avoiding and face it head on.
- Schedule events far enough in advance.
- Coordinate activities with the time of day they can best be accomplished.
- Set deadlines for yourself.
- Remember: There is always time to do what is important.