



Time Management

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Time is
more
valuable
than money.
You can get
more
money, but
you cannot
get more
time.



Time Management

Goal: To find the ideal balance among the things you want to do and the things you need to do.

What kind of things “eat up” or waste your time?

There are 168 hours in every week.

There is no way to get more time into a week. There are just choices and decisions we make that determine ways to better use or manage the time that we have.



What are your best procrastination excuses?

I'm very busy doing things I don't need to do in order to avoid doing anything I'm actually supposed to be doing.



your  cards
someecards.com





Why is learning to manage your time so important, but sometimes so difficult?

The practice of time management is not new to you. You were busy prior to HDX, and did your best to squeeze everything—academics, family, financial, social, and recreation—into your limited calendar space.

Then why is time management so much tougher at the university level?

It's the academics.

Quantity: higher volume of required reading, papers, exams, taxing assignments

Quality: higher professor expectation = greater time commitment




What are some time management strategies you use?

- Set goals
- Use a planner (paper or electronic)
- Treat school like a full-time job (8am-5pm)
- Be intentional with your study time
- Study in places where you can concentrate
- Organize your days and weeks
- Utilize daytime study hours
- Take advantage of waiting time
- Avoid marathon study sessions
- Learn to say “no”
- Study smarter, not harder!



Scheduling Your Time

- Long-Term: Planning your Semester
 - Exams, quizzes, papers, projects, etc.
 - Short-Term: Planning your Week
 - Classes, study time, work, meetings, etc.
 - Daily: Planning your Day
 - Prioritized daily task list.
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Long-Term Planning

FALL-ON-A-PAGE—2020

Semester Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1—Aug. 17-23				First Day of Classes			
Week 2—Aug. 24-30			Last day to add courses		Degrees conferred on summer graduates		Peer Learning begins
Week 3— Aug. 31-Sept. 6		Last day to add MUSA courses					
Week 4—Sept. 7-13							
Week 5—Sept. 14-20					Deadline to Change to or from "Credit Only" and Deadline to Drop a Class with No Grade		
Week 6—Sept. 21-27							
Week 7—Sept. 28-Oct. 4				Odyssey, Murphy proposals deadline			
Week 8—Oct. 5-11		Interim Reports Due					
Week 9—Oct. 12-18							
Week 10—Oct. 19-25							
Week 11— Oct. 26 -Nov. 1					Deadline to Drop a Class with a "W" Grade		
Week 12—Nov. 2-8		Election Day					
Week 13—Nov. 9-15			Last day for Seniors to add minor				
Week 14—Nov. 16 -22							Peer Learning ends
Week 15—Nov. 23-29		Last day of classes	Thanksgiving break	Thanksgiving break	Thanksgiving break	Thanksgiving break	Thanksgiving break
Week 16—Nov. 30-Dec. 6			Final Exams	Final Exams	Final Exams		
Week 17 – Dec. 7-13	Final Exams	Final Exams	Final Exams	Winter Break	Winter Break	Winter Break	

Short-Term Planning

Weekly Time Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							

Daily Planning

Personal Priorities	Other Priorities
TOP PRIORITY (Urgent + Important)	
HIGH VALUE (Important + Not Urgent)	
ERRANDS (Urgent + Not-Important)	

Schedule Time for YOU!

College life is busy! Make sure you schedule breaks and time for yourself so you can be happy and healthy!


- Exercise
- Sleep (Rest is important!)
- Eat a healthy diet
- Cultivate friendships
- Stay in touch with family
- Stay connected to your community, church and other organizations



“What fits your busy schedule better, exercising one hour a day or being dead 24 hours a day?”



Summary

- Time management is a learned skill. You have to practice it to learn it and get better at it!
 - Utilize a weekly planner and semester calendar and stick to your schedule!
 - Keep a daily to-do list.
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What now?

- Track your time usage using the weekly time schedule or a planner.
- Complete your semester calendar.
- Schedule an appointment with the Academic Success Office!

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OFFICE OF ADVISING AND ACADEMIC SUCCESS:

Advising and Academic Success



Advising is an integral part of the academic program of the College, and it is coordinated through the Office of Advising and Academic Success located in the Student Life and Technology Center. Faculty advisors serve as the central academic resource and mentor for Hendrix students. Each student has a faculty advisor who provides assistance in academic planning and who is available for counseling on academic and related issues and concerns. Each student is expected to work closely with his or her faculty advisor as he or she develops and pursues a coherent course of study shaped by his or her goals and interests and by College and departmental requirements.

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A photograph of the bell tower at Hendrix College. The tower is made of red brick and has a large, dark, weathered bell hanging from a metal frame. Above the bell, a white archway contains the college's name and founding dates. The background shows trees with autumn foliage under a blue sky.

HENDRIX COLLEGE
ALTUS, ARKANSAS
1876-1890



Questions?
