

Time Flies—But You Can Capture It! (continued)

Stay Loose!

Being a campus leader requires the ability to be flexible, adaptable, and spontaneous at times. Expect the unexpected! Keep your schedule loose so you can have a little breathing room should something unanticipated come up.

Stop Procrastinating!

Don't avoid tasks that you have committed to accomplishing. Not everything you'll be asked to do is fun and exciting. If you have committed to getting something done—do it now—others are depending on you!

Time and Task Management Resources

You may not like wearing a watch or carrying a planner, but for the duration of your time as a student leader you might want to consider changing that in an effort to best manage your time and



Time Log

Create a log and record (in 15 minute increments) how you spend your time every day for a week—include meals, sleeping, classes, events, exercise, work, etc.

Example:

8-8:15 am

Shower

8:15-8:30 am

Dress

8:30-8:45 am

Head to Cafeteria for breakfast

8:45-9:00 am

Breakfast

Continue on for the entire 24 hours.

Take some time
to keep in Mind ...

...your prime time! Consider the block of time each day when you tend to have the most energy and are typically the most focused. For some it is morning, others find late afternoon to be most productive and, of course, there are those night owls. This is the time to schedule tasks that require greater concentration and productivity.

tasks. Here are a few time management tools to consider carrying at all times:

- A watch/timepiece
- A calendar/planner
- A “to do” list

Timeliness Tricks to Try

- **Create a Personal Deadline**—you know what the final deadline is; now create a deadline for yourself that is a day, or even a week ahead of the actual deadline.
- **Arrive 15 Minutes Early**—when scheduling meetings in your planner, schedule them 15 minutes before the actual start time.
- **Color Coordinate Your Schedule**—identify different ink or highlight colors by priority (i.e. pink is high priority, blue is medium, yellow is low, and so forth).
- **Find a Buddy**—creating your own buddy system in an effort to manage your time can provide the accountability you may need in the early stages of revamping your time management approach.
- **Avoid Back to Back Commitments**—just allowing 10-15 minutes between events can help you stick to your planned schedule for a day.