Time Management For College and University Students

Ease Your Load with these Helpful Ideas

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Welcome

Hi I’m Mike Gardner, otherwise known as the “The Time Doctor”. I appreciate that as a college or university student you are busy and I would personally like to thank you for taking the time to both visit our website and to read this eBook.

As a student, I don’t need to tell you that time is not only a precious resource, it is also the only resource that is irreplaceable, we only get 24 hours a day, 168 hours a week and whether we choose to use it productively or otherwise, when it is gone it is gone.

Time management doesn’t come easily, but it is a behaviour around which skills can be learnt. By improving your time management skills, you will feel less overwhelmed, more productive and better able to manage the writing of assignments, attending lectures, taking part in leisure activities whilst still being able to enjoy a social life.

This eBook is written with one thought in mind, to help you to improve your time management skills and free up your time and use it how you choose.
Foreword

As a student it is important that you learn the basics of time management, because whether you are in college or university you will be facing different types of time management challenges to those you faced in school, thus, in order for you to cope with any type of pressure you need to learn proper time management skills.

All the info you need is in this eBook.
Chapter 1:

The Basics of Time Management For Students

Stress is common amongst students. Regardless of how well you have prepared yourself, you will still encounter unexpected troubles that will rock your sanity. However, with an understanding of time management and its inherent skills, there is no reason for you not to be able to manage your stress and stay on track with your studies.
The Basic Guidelines

There are five basic guidelines that a college or university student like you can use to manage your time effectively.

Firstly, you have to be self-motivated, it is important because if you are not, you will easily get distracted. In college or university, attendance is not always compulsory. A majority of students live away from home and for many it is the first time that they have had complete freedom to do what they want to do. Therefore, if you are not self-motivated to study, chances are they will skip classes and maybe not achieve the grades you know you are capable of.

Secondly, you need to stay focused on your goals. Before you entered life as a student, I’m sure that you had goals that you wanted to achieve. In order for you to keep your focus and interest on your aspirations, you need to develop a plan. Once you have a plan to follow, it is easier for you to stay on track and continue with less hassles and distractions. Why do you think you are given timetables to follow?

Thirdly, after you created a specific plan with corresponding actions and schedules it is best to train yourself to follow your schedule unfailingly. That way you will stay in control of your time and you are more likely to meet deadlines and avoid interruptions.

Fourth, review your goals and plans on a regular basis and implement necessary changes. However, if you have to change your schedule make sure to apply the changes properly and avoid overlapping.
Fifth, you will find that you have to deal both difficult and easy projects and assignments, some students like to start with the most difficult things so that they have enough energy and resources to complete the tasks. However, for some they find it better to start with the easier tasks to complete as they find that they are able to gain momentum and the confidence to complete the more complicated tasks later on. Choose the way that suits you.
Chapter 2:

**Changing Your Mindset About Managing Your Time**

When you were young, you were free of any responsibilities; time was nothing but stages of exciting playtime. You were not conscious about how you spent your time because you had nothing to accomplish at the end of the day. However, as you grew older, day by day things around you changed which in turn forced you to change your perspective about life.
Adapt Your Mindset

Since people and things do change, you need to adapt to change in order to survive. Take college or university life for instance, you cannot remain the “happy-go-lucky” school pupil that you used to be because life as a student is definitely not just ABC’s and playtime. You need to change your attitude as well as your mindset about how to cope with the life’s progress.

Talking about student life, one of the most critical things to manage when you are already in college or university is time. Changing your mindset about time management is essential if you want to become successful. The question is how are you going to do that?

Fortunately, our mindset can be changed; however, it can be difficult to achieve, especially if you have been embracing that belief you wish to change for a long time. In fact, a lot of people are unsuccessful in changing their mindset in certain aspects of their life because they allow their negative self-sustaining beliefs to get the better of them.

In the context of time management, there are few ways to change your mindset in order to manage your time effectively:

Firstly, you must develop a controlled mindset. Training your mind to be more conscious of time will help you control your time and achieve much more during the day. You will become more focused on completing each task because you know at the end of the day you will be able to achieve all the things that you have set out to do and you will feel a sense of success each time you hit your daily goal.
Secondly, develop a determined mindset. If you aim to achieve something really important, train your mind to visualise what it will look like if you are successful, if you are successful in programming your mind to persevere, failure will never be an issue. Unfortunately we will all experience failure at some point, we will not get the exam results we expected, our tutors will not consider your assignment to be as good as you thought it was, it is inevitable and therefore you cannot do anything about it, however you can do something to change your beliefs about failure and how you react to it. In fact, you can use even your greatest failures to achieve your biggest dream if you are determined to pursue your goals.

The third and the most important mindset is the mindset of taking action. It doesn’t matter how good you are at planning and no matter how great your intention is, if you don’t give significant value to your actions, you will never reach your destination. You must follow your plans and do what you planned to do on a consistent basis only then will you see how your life can change because seeing actual results will motivate you enough to finish what you have started.
Chapter 3:

Take Inventory of How You Spend Your Time

Mastering your own time can be difficult; however once you have learned how to do it properly everything will start to run smoothly. For students, time seems to be a constant enemy. There never seems to be enough time to do everything, assignment submission dates appear unrealistic, there is never enough time to revise for exams and so on, It seems like no matter how hard you try there is never enough time and what is more infuriating is that everything seems to be important and urgent and so it is hard for you to prioritize.
Start Keeping Track

While this is indeed difficult, there’s a solution to this. The first step in managing your time more effectively is to start keeping a record of how you are spending your time. Knowing how you spend your time will let you distinguish positive time from the negative. This becomes more important as you progress through college or university, as assignments, projects and exams become more complicated and time consuming.

Fortunately, there are things that you can do to organize your time and make sure you are spending most of it on high value tasks helping you to leave disorder and exhaustion behind.

1. List down all your activities.

2. Determine your positive and the negative time spending practices.

3. Keep a log on how long you normally spend on activities such as research, writing assignments, exam preparation, extra-curricular activities and more.

4. Plan and create a schedule based on your real time record.

5. Do things right the first time, saving you time later on. There is no point in doing the same things twice like listening to a recorded lecture or rewriting messy hand written notes.
6. Master the art of concentration. You will be more productive if you focus on one task at a time. For instance, focus more on lessons and less on talking about the latest sports event of television programme with your friends. If your brain is trained to concentrate on learning and listening for a span of 15 minutes, reprogram it so that you can concentrate for longer.

Great time management is important and can be mastered, but it will take practice. Apply the tools in this eBook everyday and you will see a big difference in how you manage your activities throughout the day.
Chapter 4:

**Study Habits for Time Management**

If you feel that you have not developed good study and time management habits, don’t worry you aren’t alone. Time management, which includes great study habits, is critical in attaining a good education. There are many distractions put in our way when we start college or university, part time jobs, social life and peer pressure to name but a few.
Decide What Is Important

These distractions and many more can be avoided with a little improvement in your time management and study habits. You have obviously made a firm decision to change your habits around time management or you wouldn’t have downloaded this eBook. You can make a great start by following the tips below which if implemented can guarantee you a good result once applied with great discipline and caution.

1. Determine all the things that you need to do and make a list according to the level of importance.

2. Create an achievable daily and weekly action list. This can help you fill in vacant time while you are waiting for your next lecture or workshop to start.

3. Make sure you study in a place where you are most comfortable studying. Your room is not necessarily the best option here as it is more conducive for sleeping and relaxing rather than learning.

4. In college and university, the amount of time you spend reading and researching assignments seems never ending. It is important that you have a strategy to adjust and skim all your materials. You don’t need to absorb every word and in any case that is an unrealistic expectation. The ability to speed read and just take in key words and phrases will save you hours whilst studying. It is well worth considering taking a course to help you do this, it may mean the difference between having to stay in and study and going out with friends.
5. Wherever possible avoid studying in groups. Research shows that studying alone or with a single study partner is more efficient than studying in a large group. The reason is clear; it is more fun to do gossip sessions when you are in a group than to share scientific or mathematical ideas.
Chapter 5:

Managing Work and School

Most students like to reinforce their freedom by getting a part time job whilst they are studying so that they aren’t always relying on the bank of Mum and Dad. But what if your studies gets so demanding and your job is equally challenging, what will you do?
The Balancing Act

Before you break into exhaustion just at the thought of working and studying, let me share a few tips on how you can manage your work and studies effectively and realistically. Although, having said that you have to be aware that there may come a time when you realise that you can’t do it all and the job may have to go in order to benefit your education.

The following five tips may be of benefit:

1.   Learn and practice how to be organized. Having everything in order will let you do things easily and will help to reduce your stress levels as well as saving you significant time for other valuable tasks.

2.   When you plan out your action list and set your schedules, allocate 10 to 15 minutes allowance for you to prepare for the next task. Make sure that you include the time it takes to get to work or to your next lecture.

3.   Be realistic when making your action plans and schedules. Remember to spend time seeing how you spend your time and understanding your time spending habits before you go ahead and make a plan.

4.   Make your fixed schedules known to your direct supervisor, clients, classmates, friends and family so that they will not distract you at those times.

5.   Working and studying can be very tiring, however, you can manage your stress levels if you use proper time management techniques.
Above all, always remember why you are doing what you are doing, things will always be easier if we remember the goals that we are working towards. Yes, there will be a lot of challenges but if you believe in your goals, you will transform your plans into reality.
Chapter 6:

Getting a Grip On Study Goals

Every college or university student wants to attain certain goals as soon as the academic year starts. Some of those goals are your own; others are imposed by parents or professors. Of course, everyone has the best intentions at the beginning. However, as the term passes by, not everyone is able to cope with the stresses and struggles of college or university life. In fact, as the day’s progress, you will see a lot more panicking students than composed ones. This is happening because many students suffer from procrastination and bad time management habits.
Have Determination

If you want to avoid this, you’ve got to have a strong determination to achieve your goals and there are many self-help tools that you can use to help you.

Here are some basic yet effective guidelines that you can apply to stay inspired in reaching your goals and avoid procrastination.

1. Determine specific goals and make sure they are SMART, (Specific, measurable, Attainable, relevant and Time bound). It is important to have good acumen in setting up your study goals because it can make or break you. You are well acquainted with your capacity and therefore there is no reason why you cannot identify which goals are achievable and which ones aren’t.

2. Once you have identified your goals, you need to write it down to be able to transform it into reality. This is your first step in converting your plans into real action. Post your goals in a place where you can always access.

3. If necessary break large goals in to smaller chunks or mini goals so that you can also set specific action plans. For example if you have to write a five thousand word essay, you may set a goal to carry out research, write a thousand words a day and set aside a day to proof read and edit before handing it in to your tutor.
4. You will have to work hard to avoid distractions such as excessive use of internet, (other than for research, Face book doesn’t count) television, texting or social events. These distractions if done on a constant basis will significantly affect the results of your effort in achieving your goals.

5. Grab and use the opportunities that will come your way.

6. Always think positively. The moment you start thinking that you can’t do something that you are capable of doing; you are pushing yourself into a spiral of negativity. Believe in yourself because you are designed to succeed!

7. Strive to stay motivated. Remember how you felt when you first experienced victory, it will help you to aim higher and do it.

8. Remember to reward yourself for your hard work you deserve it.
Chapter 7:

**You May Need To Cut Ties With Some People**

People come and go, but some people will remain important even after they have left. On the other hand, there are people who decided not to leave but are not valuable enough to keep. Sounds harsh? Yes, it is hard but sometimes you need to cut ties with people who send nothing but negative signals to your life.
Should They Stay Or Go?

It is said in many self development books, that you are the product of the six people you spend most of your time with.

My message to you here is clear, you have to let go of negative people before they completely ruin your life. Who are these people? They are the dream stealers, energy drainers and bad habit promoters. They can be the most cherished people in your life, but you have to be strong enough to let go or at least limit the time you spend with these people.

You have to understand that there are instances in life where the people that make you happy are the very same people who will pull you down. As much as you would like to keep them, they will not do you any good unless they are willing to transform from being negative to your positive allies.

Of course there are some advantages and disadvantages of cutting ties with people especially if they matter to you. So you better be careful when making the choice as to who you wish to keep in your close circle.

How would you then know if the person is worth keeping or losing?

1. If negativity enfolds that person no matter how you tried to inflict positivity on them, it is time to let them go.

2. If the person has nothing in common with you.

3. If the person is obliging you to listen to their complaints and negativity every day just because he has once stood beside you in your darkest moment.
Time Management for College and University Students

4. If the person sends you negative feelings such as anger, depression, frustration, doubt and other negative signals.

5. If the person is doing something that causes you to dread seeing them again.

These are just some of the indicators that would tell you if you have to cut ties with some people. Remember that when you remove certain people out of your life you are creating spaces for new people to come and touch your life in a positive way. Be brave enough to save yourself from destructive people.
Chapter 8:

Make Sure You Don’t Get Overloaded

The danger of doing everything is that you might not be able to do everything to the standard that you wish. This is true in college, university work and life in general. However, when you are young and very able, you are likely to feel that you are unstoppable. This can be true but it is definitely not the case at all times. Humans have limits and that applies to you too.
Know Your Limits

You have to understand that you may have the energy to do a lot of things today but it doesn’t mean that you can do the same things tomorrow and the days ahead. You will soon get tired and no matter how you push yourself mentally, your body will not always cooperate physically.

It is not wrong to do everything to earn money or to succeed in school or work, but if you are already sacrificing your health just to get what you want that’s another story. You have to identify the things that you can handle without losing your health, because when you overwork and lose your health you will become inefficient and that will defeat your purpose.
The same goes for college and university, a lot of students think that it is okay to overload. While it is indeed true that some students are able to play hard and work hard all the time, they are in the minority. For the majority working hard and playing hard all the time will lead to you feeling weak and tired. Even if your mind says you can still do it, but your body will not allow you to.

Keep the balance right, don’t over commit. As much as you would like to join all the organizations that appeal to you and your friends, the truth is you can’t. Extra-curricular activities would also eat up your time and you don’t want that to happen. The bottom line, you need to control your activities because you don’t have the luxury of time to spend to everything you would like to do.
Chapter 9:

The Benefits Of Time Management In School

All of us are aware of the importance of time management. However, how is it exactly beneficial to students? Is it worth the effort to learn?
The Benefits

To answer that question I have listed below some of the most common benefits of time management for students in college and university. And yes, all of the things listed below are worth learning.

1. When you have time management skills, it is unlikely that you will miss deadlines. This is because good time management leads to good organizational skills. Therefore, if you are successful in managing your time, you will be successful in organizing your schedules too.

2. You will have more time to rest, eat, get fit and socialise. When you are good at time management and organisation there is more chance of you finishing tasks early, leaving you with more time to spend on other activities.

3. There is less chance of you suffering from stress because tasks are pre-arranged and actions are made per allocated time. Also, there will be fewer instances of panic attacks because there is no chance that the tasks will pile up if the deadlines are systematically met.

4. You will become more flexible with your time because you have control over it. If you have the capacity to manage your time, it would be easy for you to adjust and accommodate other important things without sacrificing other tasks.
5. You will become more aware of the importance of others time. Therefore, you will never become an annoyance to your family and friends by being late. Also, this will benefit you even after the completion of your studies as good time management is one of the skills that most employers look for.
Conclusion

Students have relatively carefree lives with not much to worry about except for getting assignments in on time, passing exams and getting good grades. However, despite the simplicity of its design a lot of students still find it difficult to survive college or university without stress, simply because they have not been taught good time management techniques.

If you implement some of the tips listed in this eBook, time management will be a walk in the park for you. It is important that students master this skill to manage their stress levels. Stop stressing yourself out and begin managing your time properly. Good luck!
What next

If you have found the tips in this eBook to be useful, you may like to consider joining my Face book Group, The Time Management Academy. At the time of writing, the group has nearly four hundred members who along with myself, are dedicated to sharing skills, techniques and resources in order to significantly benefit you in your journey to have more control of their time and a more balanced life.

Click here to join The Time Management Academy

If you have found the information in this eBook to be useful or otherwise, I would love to hear from you.

You can also contact The Time Doctor via the following means;

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