

# DEPAUL A.C.E.

## ACTIVELY CHOOSING EDUCATION



Are you a TIME WASTER?

Take this quiz to find out!

- Do you have difficulty setting deadlines for tasks?
- Do you procrastinate?
- Do you struggle with indecision?
- Do you have trouble completing tasks?
- Do you have the inability to say “NO”?
- Do you attempt too much at once?
- Do you set unrealistic time estimates?
- Do you suffer from lack of organization?
- Do you refuse to let others do the job?

If you answered yes to any of these questions, you are guilty of being a time waster!

**Take back your free time by controlling these time-wasters!**

### Time-waster:

### Action For Controlling

Telephone calls

Minimize socializing. Plan calls ahead of time.  
Schedule time to return calls.  
Leave thorough messages on voice mail or answering machines.

Drop-in visitors

If possible schedule some “closed door” time.  
Schedule formal meetings with those who drop in frequently. Set and keep time limits.

Socializing

Set limits. Assert yourself.  
Suggest meeting at lunch or on break.

Meetings

Be prepared. Arrive on time. Stay on track.  
Listen and take notes.

“Down” time

Have “reading” file handy. Return phone calls.  
Complete small segment of larger project.  
Attempt to consolidate trips. Alternate with a peer or coworker.

Repeated trips

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Learning to manage your time is learning to manage yourself!

There are 720 hours in a month, 168 hours in a week, and 24 hours in a day!

Here are some IMPORTANT hints for effective time management:

- ✓ Schedule high priority activities for peak energy times!
- ✓ Schedule most difficult activities for peak times and do them first!
- ✓ Make a weekly schedule!
- ✓ Use waiting hours for studying (i.e. on the El, in the waiting room of a doctor's office)!
- ✓ Check your schedule daily!
- ✓ Schedule study time close to class time.
- ✓ Establish a regular study schedule!
- ✓ Reward yourself after you study!
- ✓ Change study subjects frequently!
- ✓ Condition yourself (i.e. no surfing the Internet for 1-2 hours)
- ✓ Take study breaks!

