

# Time Management

## Scheduling Overview:

- **Weekly:** Set aside 15-30 minutes each week to focus on your calendar and to-do lists.
- **Daily:** Check your schedule at a regular time each morning or evening,
- **Reminders:** Set up automated reminders via your online calendar, or leave yourself sticky notes to help you remember important tasks and events.

## Planning your Week:

- First, enter non-negotiable events into your calendar (work, classes, meetings, etc.)
- Second, enter items from your prioritized to-do list.
- Make sure to leave enough time between events for travel, self-care, and the unexpected.
- Schedule challenging tasks for the time of day when you are most energized and focused.

## Making a to-do list:

1. **Identify your priorities in life.** School, study, work, social time, and family time usually come to mind, but don't forget self-care. This can include sleep, relaxation, food, exercise, fun, spiritual time, or whatever you need.
2. **Identify action items:** Consider each of your priorities and identify actions that you would like to take during the week that reflect your priorities. (Some items on your list, like school, may have several sub-categories.)
3. **Give each action item a priority rating.**
  - a. High priority: Must be accomplished this week.
  - b. Medium priority: Fairly important, but not critical.
  - c. Low priority: Would be nice to accomplish, but not very important.

*"You can't make up for lost time. You can only do better in the future." – Ashley Ormon*

### TANG TIP:

**Tang Tip: Don't over plan.** If you find yourself feeling overwhelmed and overworked, make sure you're scheduling breaks. Even a 5 minute walk, water, and/or stretch break can make a big difference.

## Contact us

Health Promotion  
2010 Tang Center  
Berkeley, CA 94720  
[uhs.berkeley.edu/hp](https://uhs.berkeley.edu/hp)  
[uhs.berkeley.edu/healthcoaching](https://uhs.berkeley.edu/healthcoaching)

## Make an appointment with a health coach

Online: [etang.berkeley.edu](https://etang.berkeley.edu)

In-person: Appointment Office

Phone: 510-642-2000, press 4 then 1



## Other Tips

- **Don't dismiss reminders.** If you can't attend to them when they pop up, reschedule them. If you get into the habit of ignoring reminders, they have no value.
- **Always keep your calendar updated:** Unexpected obligations and cancellations will come up. Make sure you update your schedule ASAP.
- **Centralize your planning.** Pick one method and stick to it:
  - Paper: Keep your planner with you at all times, and keep your calendar and lists together in one place.
  - Electronic: Sync across all devices. Consider using one system, such as Google's calendar, reminders, and tasks