

# Time Flies!

---

Managing time is one of the biggest issues for students at Berkeley. It causes stress, anxiety, and it usually feels like we don't have enough of it. Your ability to make time work **for** you, instead of against you, will help you feel like you are managing your stress instead of it managing you. Everyone struggles with time at one point or another in their college career. The good news is that there are simple things you can do to make it manageable. Take some time to look how you use your time and how you waste it.

## 7 Easy Steps to Time Management!

---

### Assess Your Schedule

- Take a close look at how you use your time. When do you use your time most effectively? When do you waste time? Be aware of patterns you've developed which work against your effective use of time.

### Plan, Plan, Plan

- It takes only ten minutes at the beginning or end of the day to set your priorities for the day. If you tell yourself you'll plan later in the day, you usually end up never getting to it.

### Keep a Calendar

- Having a schedule for the day, month, and semester can help you keep track of important tasks.

### Make "To Do" Lists

- Writing things down can help you get the clutter out of your mind and onto a piece of paper.

### Avoid Procrastination

- Procrastinators are famous for only considering the big picture. Break up the big picture into smaller pieces that are more manageable and start working on that piece. Don't let things pile up-- do **something** everyday!

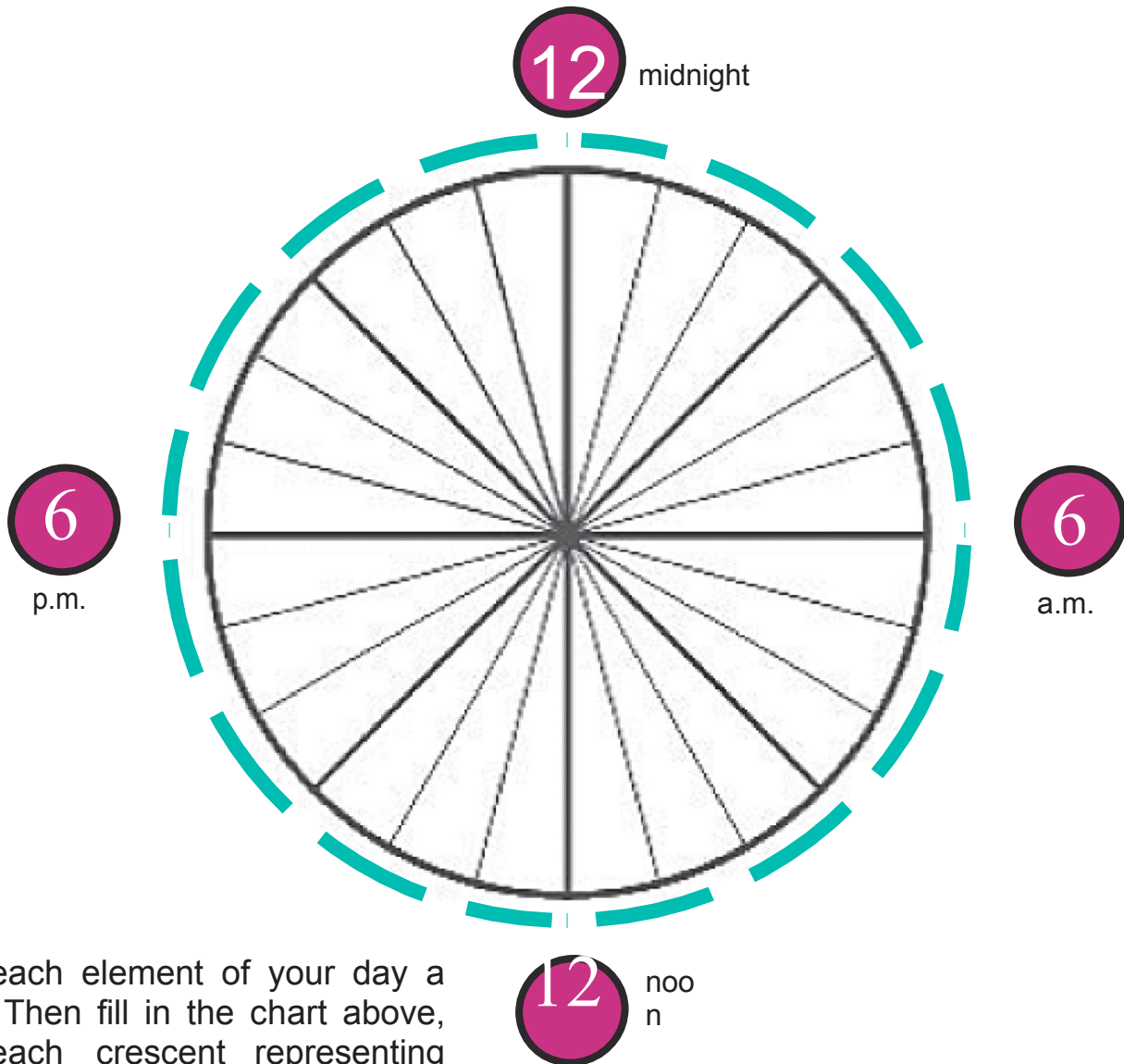
### Be Realistic

- Trying to do too much in a given period of time can actually end up causing you more stress.

### Build in Down Time

- Breaking the cycle of stress is important in renewing yourself and getting ready for the day ahead. Taking time to relax, exercise, or have fun actually gives you **more** energy for what you need to do.

# How does your day <sup>stack</sup> up?



Give each element of your day a color. Then fill in the chart above, with each crescent representing one hour.

- School work
- Other work
- Getting there
- Daily activities (e.g. sports, meals)
- Free time & fun
- Sleep

- How are you spending your day?
- Is it what you expected?
- Could you change the ratio of the colors?

*Adapted by Karen S. Gee from the Wheel of Productivity on themuse.com*