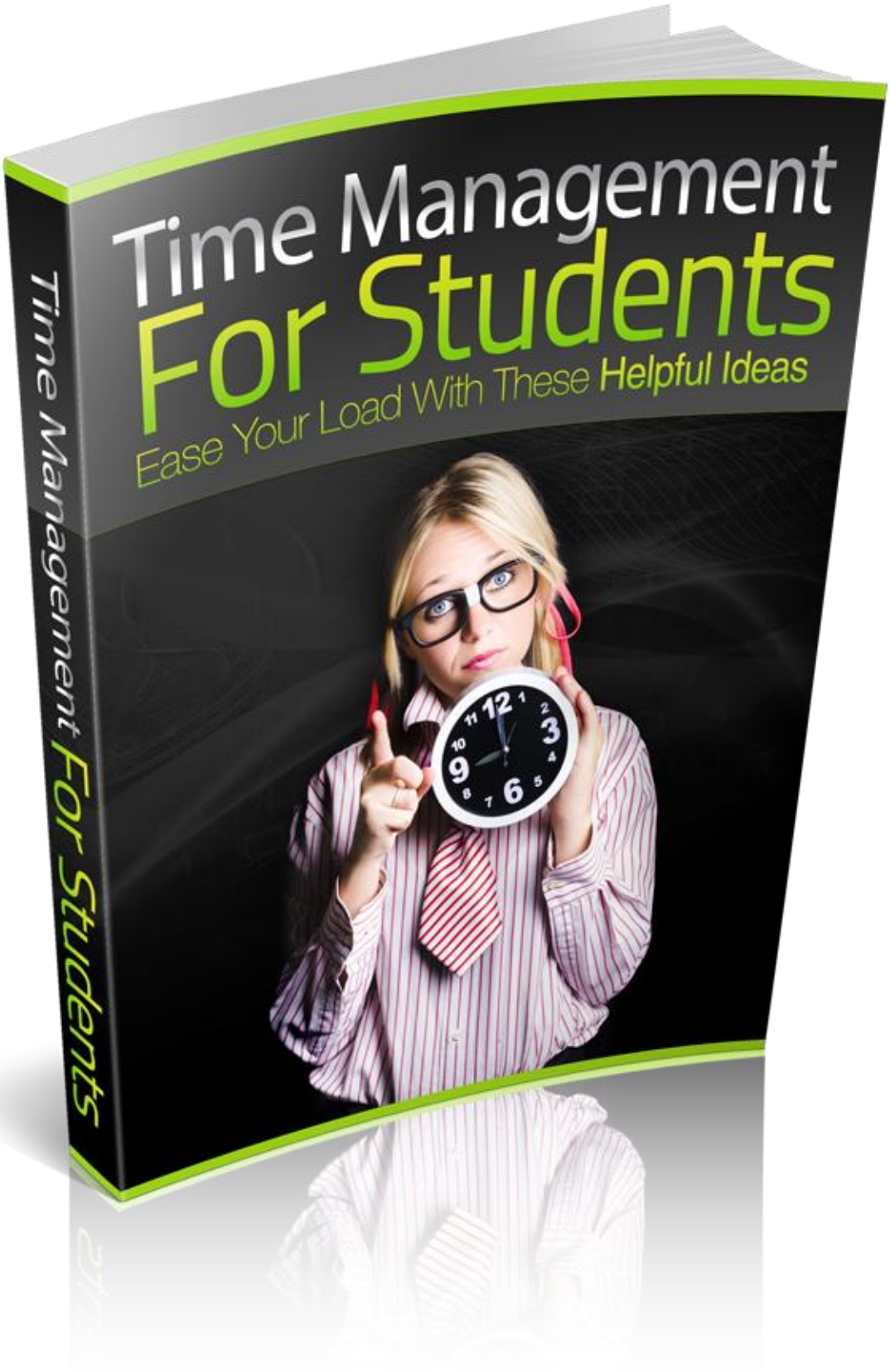
Time Management For Students
Ease Your Load With These Helpful Ideas
Time Management For Students

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Wrapping Up

Foreword

As a student it is important that you learn the basics of time management. This is because in school, you will be facing different types of challenges, thus, in order for you to cope up with any type of pressure you need to learn proper time management. Get all the info you need here.

Time Management For Students

Ease Your Load With These Helpful Ideas

Chapter 1:

The Basics On Time Management For Students

Synopsis

In college, stress is common. Regardless of how you prepared yourself, you will still encounter unexpected troubles that will rock your sanity. However, with your skills on time management you can well manage your stress and you will be able to get back on track in no time.

The Basic Guidlines

There are basic guidelines that a student like you can use to manage your time effectively. First, you have to be self-motivated. This is important because when you are not motivated enough to succeed in school; you will be easily get distracted because in college, attendance is not compulsory. The thing is, a lot of college students live away from their homes and therefore, they have all the freedom in the world to do what they want to do. Therefore, if they are not motivated to study, chances are they will skip classes and get low grades.

Second, you need to stay focused on your goals. Before you entered college, I am 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 made your plan, it would be easier for you to stay on track and continue with less hassles and distractions.

Third, 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 likely to meet deadlines and avoid interruptions.

Fourth, review your goals and implement necessary change. However, if you have to change your schedule make sure to apply the changes properly and avoid overlapping.

Fifth, if you have to deal both difficult and easy projects it is best to start with the most difficult so that you will have enough energy and resources to complete the tasks. However, if you don't know exactly how to perform the difficult task, start with the easier ones to save time since you can easily perform uncomplicated projects and complete them.

Chapter 2:

Changing Your Mindset About Managing Your Time

Synopsis

When you were young and 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 grow older, day by day things around you will change which will force you to change your perspective about life.

Adapt Your Mindset

Since people and things do change, you need to get along with that change in order for you to survive. Taking college life for instance, you cannot remain to be the happy-go-lucky grade-schooler that you used to be because college life is definitely not just ABC's and playtime. Therefore, you need to change your attitude as well as your mindset about things to cope with the life's progress.

Talking about college life, one of the most critical things to manage when you are already in college 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 if we are set on making a good change in our life. However, it is one of the most difficult tasks to do especially if you have been embracing that belief since you have come to know life. In fact, a lot of people have become unsuccessful in changing their mindset in certain aspects of their life because they are drowned with their negative self-sustaining beliefs.

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

First, you must develop a controlled mindset. Training your mind to be more time conscious will help you control your time that will result to achieving many things at the end of the day. You will become more

intense in 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 for that day and you will feel a sense of success each time you hit your daily goal.

Second, develop a determined mindset. If you aim to achieve something really important, train your mind to will it because if you are successful in programming your mind to persevere, failure will never be an issue. Failure is inevitable and therefore you cannot do anything about that, however you can do something to change your beliefs about failure. In fact, you can use even your greatest failure to achieve your biggest dream if you are determined to pursue your goals.

The third and the most important mindset is the mindset to take action. Even how good you are in planning and no matter how great your intention is, if you don't give significant value on you actions, you will never reach your destination. You must proceed to doing what is planned and you will see how good your life will change because seeing actual result will motivate you enough to finish what you have started.

Chapter 3:

Take Inventory Of How You Spend Your Time

Synopsis

Mastering your own time can be difficult, however once you have learned how to manage your time properly everything will just come smoothly. For students, time seems to be a constant enemy. It seems like no matter how you control your time, it is still not enough and what is more infuriating is that everything seems to be very important so it becomes hard for you to prioritize.

Start Keeping Track

While this is indeed difficult, there's a solution to this. You have to make a record of how you are spending your time. Knowing where you spent your time will let you distinguish positive time from the negative. In college, activities, projects and exams become more complicated and time consuming.

Fortunately, there are things that you can do to make sure you are spending your time on valuable things and will let you organize your time leaving disorder and exhaustion behind.

1. List down all your activities.

2. Determine the positive and the negative time spending practice

3. Keep a log on how long you normally do your activities such as homework, exam and tests preparation, extra-curricular activities and more.

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

5. Do your task on time as noted and do it once. There is no point in doing the same things twice like listening to a recorded lecture or rewriting a messy note.

6. Master the art of concentration. You can be more productive if you focus on one task at a time. For instance, focus more on the lessons and not on small talks. If your brain is trained to concentrate on learning and listening for a span of 15 minutes, reprogram your brain to pay attention even further.

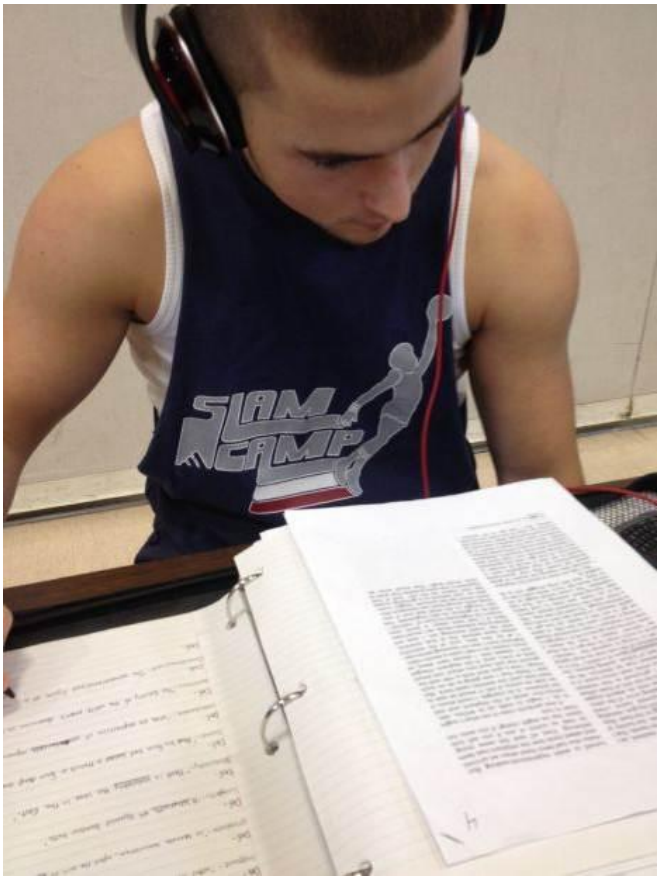
Great time management is important but it will take so much practice to master. Apply it every day and you will see a big difference on how your activities went well all throughout the day.

Chapter 4:

Study Habits For Time Management

Synopsis

Rarely all students have developed good study habits and time management. That is why a lot of students, especially those in college, find it very difficult to succeed in school. Time management, which includes great study habits, is critical in attaining a good education. There are many obstructions in the school including peer pressure and surrounding amusement.



Decide What Is Important

All of these hindrances can be avoided with a little enhancement of your time management and study habits. You have to be determined though not to break what you have started if you really want to be productive and successful. You can follow a few tips that can guarantee you a good result once applied with great discipline and caution.

1. Determine what is more important and make a list according to the level of importance.

2. Create an achievable weekly to-do-list. This can help you fill in vacant time while you are waiting for your next class or any school activity.

3. Look for a study place where you are most comfortable studying. Your room should be out of the options as it is more conducive for sleeping and relaxing rather than learning.

4. In school, particularly in college reading assignments are sometimes overflowing. You have to have a strategy to adjust and skim all your materials. However, you need not to absorb everything as it is impossible but you can dip your feet on that side of the book stream where you are more responsive and effective.

5. Avoid group studies. 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

Synopsis

You are lucky you are given the chance to work while you study. Sounds really fortunate! But what if school gets so demanding and work is equally challenging, what will you do? Would you still think it's a blessing or a curse?

The Balancing Act

Before you break in exhaustion just by the thought of it, let me share a few tips on how you are going to manage your work and school effectively and realistically. Although we all know that trying to do it all may make or break you. We will be dealing this situation with great caution.

1. Learn and practice how to be organized. Having everything in order will let you do things easily and stress free which will help you save significant time for other valuable tasks.

2. When you plan out your to-do-list and set your schedules, allocate 10 to 15 minutes allowance for you to prepare for the next task.

3. Be realistic when making your action plan and schedules. You may want to observe first your activities and 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 on those times.

5. Working and at the same time studying in school is definitely draining. However, you can manage your stress if you know proper time management.

Above all, always remember your main motives why you are doing the things that you are doing, it is because by knowing your real objectives you can make things happen. Yes, there would be a lot of challenges but if you believe your goals, you are capable of transforming your plans into a fantastic reality.

Chapter 6:

Getting A Grip On School Goals

Synopsis

Every student wants to attain certain goals as soon as the school year starts. Of course, everyone has the best intentions at the beginning. However, as the time passes by, not everyone is able to cope with the stresses and struggles in school. In fact, as the days progress in school, you will see a lot more panicking students than composed ones. This is happening because procrastination and slack habits are common to most students.

Have Determination

If you want to avoid this, you've got to have a strong determination to achieve your school goals. There are many self-help tools that you can use to get a grip of your goals. Amazingly, if you will just follow each guideline, you can ensure total success at the end of the school year.

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

1. Determine specific goals and make sure it is attainable. It is important to have good acumen in setting up your school 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 goal is achievable and which one is not.

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. Breakdown your goal into mini goals so that you can also set specific action plans. You can research on how you can effectively achieve each goal. Understand the information and apply only what is relevant.

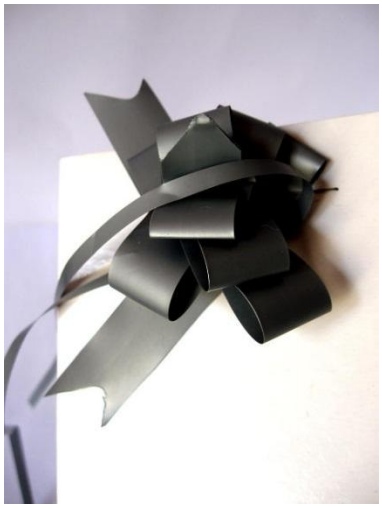
4. Will to avoid distractions such as excessive use of internet, television, cellphone and too much time for romantic happenings. These distractions if done in a constant manner will significantly affect the results of your effort in achieving your goals.

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

6. Always think positive. The moment you start thinking that you can't do things that you are actually capable of doing; you are pushing yourself into the pit of breakdown. 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

Synopsis

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?

My message 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. Warning, they can be the most cherished people in your life. You have to be strong enough to let go or limit your time with these people.

You have to understand that there are instances in life where the people that make you happy are the 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 will transform from being negative to your positive allies.

Of course there are some advantages and disadvantages of cutting ties with people especially if they matters to you. So you better be careful in knowing who are those people who will cause you to spend years of wasted time and energy.

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 him

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

3. If the person is obliging you to listen to his complaints and negativity every day just because he has once stood beside you in your darkest moment.

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 him 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

Synopsis

The danger of doing all things is that you might not be able to do even one thing right. This is true in school, 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 weary and no matter how you push yourself mentally, your body will not 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.

Same goes with school, a lot of students think that it is okay to overload. While it is indeed true to some students let me remind you that it is not effective to the majority. It will only feel good at the beginning but it will definitely not last. You will feel weak eventually even if your mind says you can still do it, but your body will not allow.

On the other hand, while there is overloading in your academic schedules, there will also be overloading in your social commitments. Do not over commit. As much as you would like to join all the organizations that appeals to you and your friends, the truth is you can't. Extra-curricular activities would also eat up your

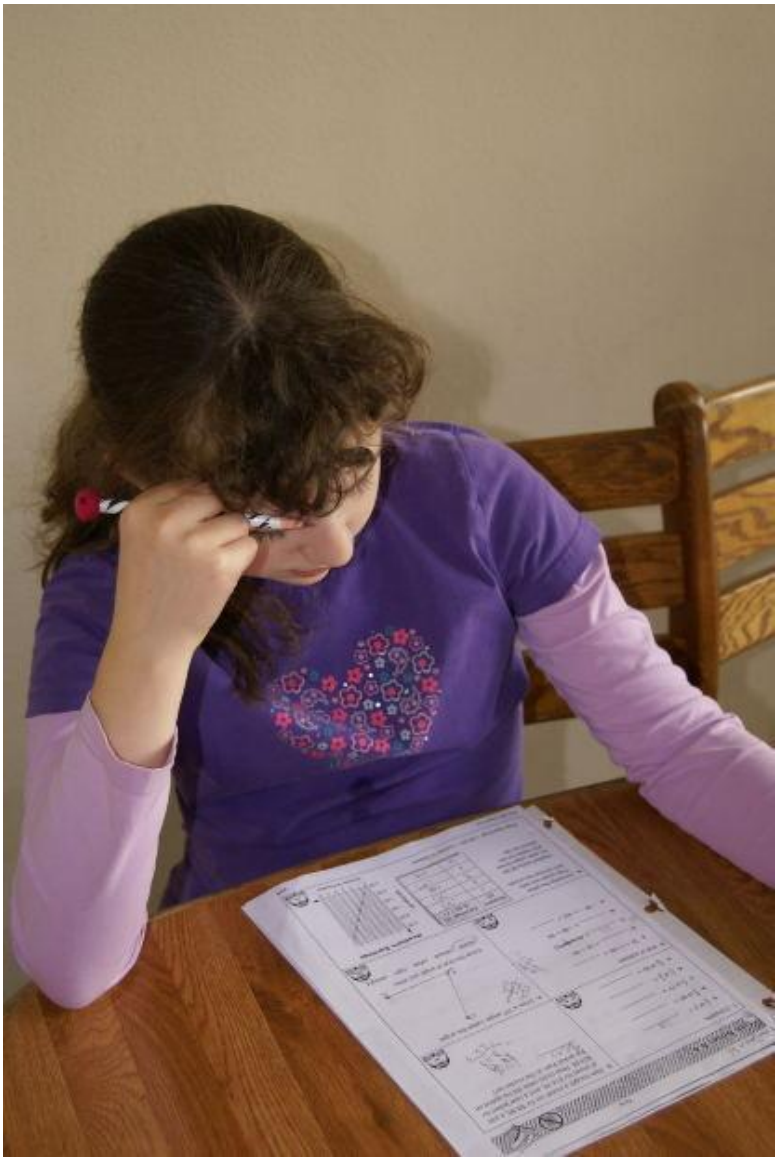
time and you don't want that to happen. Bottom line, you need to control your activities because you don't have the luxury of time to spend to everything you would like to do.

Chapter 9:

The Benefits Of Time Management In School

Synopsis

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 the question thrown earlier, here are some of the most common benefits of time management for students especially those in college. And yes, all of the things listed below are worth learning.

1. When you have proper time management, it will be unlikely for you to miss deadlines. This is because good time management entails good organizational skills. Therefore, if you are successful in managing your time you have successfully organized your schedules too.

2. You will have more time to rest, eat and get fit. When you are good in time management you have control over your time and chances are you are likely to finish task early leaving you with more time to spend for other productive activities.

3. Less chances of being stress because tasks are pre-arranged and actions are made per allocated time. Also, there will be less instances of panic attack 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 task.

5. You will become more aware of the importance of time to others as it is to you. Therefore, you will never become an annoyance to your family and friends as far as being late is concerned. Also, this will benefit you even after college because good time management is one of the required skills that most employers would want to see from you.

Wrapping Up

Students have relatively carefree lives with not much to worry about except to pass the exams and get good grades. However, despite the simplicity of its design a lot of students still find it difficult to survive because they have not learned good time management. With the help of some of the tips listed in the book you just read, 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!