

## How to Guide:

# Time Management

*"All time management begins with planning."* Tom Greening

## What is Time Management?

The process of organizing and planning how to divide your time between specific activities.

## Tips for Successful Time Management:



- Understand that your time is valuable and limited
- Establish a daily work plan
- Set Priorities
- Choose to take on single tasks vs. trying to get too many things done at once
- Create SMART GOALS [**S**pecific · **M**easurable · **A**ttainable · **R**elevant · **T**imely]



### SPECIFIC

Who is involved?  
What will *happen*?  
Where will it happen?  
When will it begin/end?  
Why is it happening?



### MEASURABLE

A goal needs defined times for when parts will occur and have a limit of how long they will last. (i.e. 1x per week or a length of 2 months)



### ATTAINABLE

A goal needs to be something that is actually possible— you must be able to overcome barriers standing in the way.



### RELEVANT

A goal must be realistic and relatable to your situation. Do you have the needed tools at this point to meet the goal you have set?



### TIMELY

A goal must have a solid date set for completion. Adding in check points can help you gauge whether you are on or off target.



## Pitfalls to Beware of:

- Not creating a TO-DO list
- Multi-tasking or over extending yourself
- Underestimating the time a task requires

## Its okay to:

- Leave yourself at least one hour for unplanned tasks or events every day
- Accept it is OK to say NO to commitments not within your schedule
- Take breaks from studying or doing a routine task – give yourself time to re-fresh



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# Tips & Tools for Time Management

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## CREATE TO-DO LISTS

Lists are a visual reminder of what is done and what needs doing.

Using lists provide a feeling of accountability and accomplishment!



## USE YOUR CELL PHONE AS A TOOL

Use your calendar app to set daily appointments and study times.

Remember to set your notifications for reminders!



## FIND A DISTRACTION FREE AREA

Look for areas that are clear of distractions and clutter.

Organization helps you keep to the task at hand!

