

# Time Management Workshop Outline

**Sherry K. Lynch, Ph.D.**  
University Counseling Center  
Virginia Tech

---

## **I. Reflecting on Experience - Icebreaker**

- Get in groups of two or three: Identify three ways you waste your time.
- Get back together as large group and throw out ways generated in icebreaker.

## **II. Assimilating and Conceptualizing- Questionnaire**

- Distribute Time Management Questionnaire and each person completes individually
- Discuss results - what areas could be improved to improve your time management

## **III. Assimilating and Conceptualizing - Lecture/Handouts**

### A. Planning your schedule

#### 1. Long-term schedule (semester)

- Fixed commitments: tests, papers, work hours, class time, church, organization meetings.

#### 2. Intermediate Schedule (weekly)

- List major events and how long each activity will take
- Include study and non-study activities
- Prioritize the tasks to be done. "A" is highest priority, "C" is lowest priority.

#### 3. Short-term Schedule (daily) (overhead - realistic and unrealistic daily schedules)

- What needs to be accomplished for day
- Could write list on 3 x 5 note card and carry it with you
- Could do a daily schedule (handout)

- Make sure there is time for meals, sleep, personal business and friends.
- Try to include 10 minutes or so before and after each class for review

#### B. Making Your Schedule Work

1. Study difficult or boring subjects first - you are most alert at this time
2. Identify your best time of the day - study most difficulty subjects at that time
3. Use the same place to study every time - enhances concentration ability
4. Use the library - a signal to your body to study
5. Avoid noise distractions - research indicates that silence is best
6. Use waiting time - 3 x 5 cards with equations or definitions can be reviewed

#### C. Time Wasters

1. Telephone
2. Visitors
3. Procrastination
4. Ineffective planning
5. Lack of self-discipline

#### **IV. Experimenting and Practicing** - Where Does Time Go? (handout / overhead)

- Review overhead
- Individually work on own worksheet of where your time goes
- Process any insights gained from activity

#### **V. Applying Learning Activity - Goal Setting**

- Think for a moment about a goal you would like to set for yourself for the coming week about improving your time management.
- Share goal with neighbor.

- When you come to class next week, check with this person to see how each of you toward accomplishing your time management goal for the week.