Time Management Workshop Outline

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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.