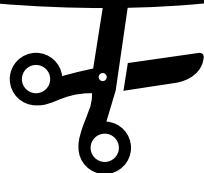


OHP PRESENTS

Building Time Management Skills



An illustration of a woman with long dark hair, wearing a light orange t-shirt and a long orange skirt, standing on the left side of the frame. A large, empty yellow speech bubble is positioned above her head. To her left, on the ground, is a pair of yellow scissors. The background features a large, rounded orange rectangle that contains the main text.

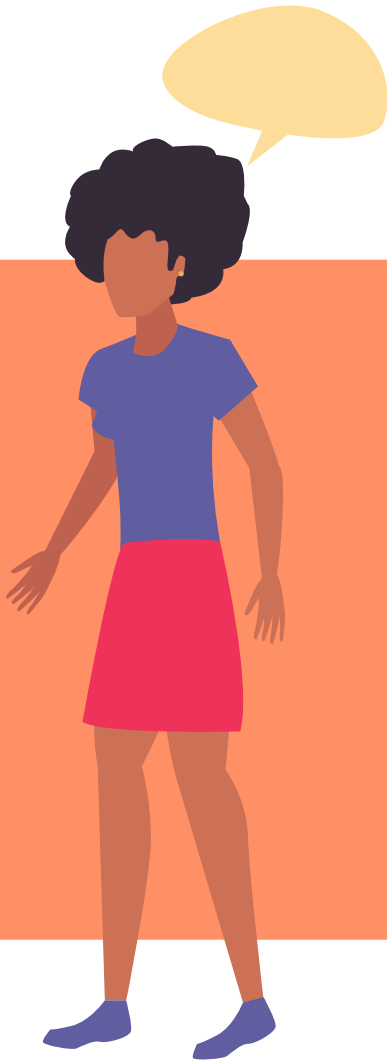
Time vs. Task Focus

It's hard to predict how long a task will take so when creating a schedule, think of your day in terms of time, not the tasks you have to do. Set your purpose to "I'll get the most out of this time."

Create a To-do List

Creating to-do lists dampens anxiety about the chaos of life; lists give us a structure, a plan that we can stick to; and lists are proof of what we have achieved that day, week or month.





Take Consistent Breaks

Even short breaks can help us perform at our best. Focusing our attention for too long can wear us out and result in a decline in performance.

Write Down Goals & an Action Plan

One study showed that **76%** of participants who wrote down their goals and an action plan successfully achieved them compared to **43%** of those with unwritten goals and action plans.



Why is time management important?

Improves job performance,
academic achievement, and
wellbeing

Ensures you have time for your
health and well-being needs, like
getting enough sleep and
remaining physically active



On Campus Resources





SCAN ME

Academic Support Center (ASC)



Writing Center: 4th libe



Math Skills Center: CMC



Student Health and Counseling (SHAC)



Ground Davis



SCAN ME



Office of Accessibility Resources (OAR)



Henry House



SCAN ME

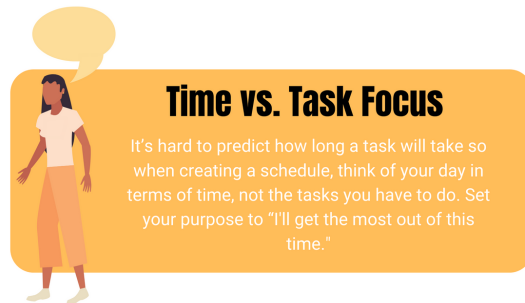




References

1. Chunn, Louise. "The Psychology of the to-Do List – Why Your Brain Loves Ordered Tasks." The Guardian, Guardian News and Media, 10 May 2017, <https://www.theguardian.com/lifeandstyle/2017/may/10/the-psychology-of-the-to-do-list-why-your-brain-loves-ordered-tasks>.
2. Gardner , Sarah, and Dave Albee . "Study Focuses on Strategies for Achieving Goals, Resolutions." Dominican Scholar, 2015, <https://scholar.dominican.edu/cgi/viewcontent.cgi?article=1265&context=news-releases>.
3. Häfner, Alexander, et al. "(PDF) Decreasing Students' Stress through Time Management Training: An Intervention Study." ResearchGate, Mar. 2014, https://www.researchgate.net/publication/271923120_Decreasing_students'_stress_through_time_management_training_an_intervention_study.
4. Princeton University. "Principles of Effective Time Management for Balance, Well-Being, and Success." The Trustees of Princeton University, 2021, <https://mcgraw.princeton.edu/effective-time-management>.
5. UC San Diego Health Promotion Services. Time Management, 2021, <https://healthpromotion.ucsd.edu/topics/time-management/index.html>.
6. Wang, Ping, and Xiaochun Wang. "Effect of Time Management Training on Anxiety, Depression, and Sleep Quality." Iranian Journal of Public Health, Tehran University of Medical Sciences, Dec. 2018, <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6379615/>.
7. Weir, Kirsten. "Give Me a Break." Monitor on Psychology, American Psychological Association, Jan. 2019, <https://www.apa.org/monitor/2019/01/break>.

Layout



On Campus Resources

