Time Management

The 2006 Student Development Student Survey revealed that among UCLA students, 84% reported that balancing life demands was either "moderately" or "very" stressful. Of those students, 19.9% reported being "not at all" successful at managing their time effectively, with another 60.7% feeling that they were "somewhat" successful. It is likely that some of the stress these students feel is associated with poor time management skills. How can you move yourself out of the "stressful" group and into a more successfully balanced outlook on life? The following tips can start you on your way.

Truly effective time management starts with knowing your goals. This doesn’t just include your desire to get in to law or medical school, but also your desires to enjoy life, try new things, or master a new competency. Knowing your goals is important in helping you set priorities for your tasks—steps that help you reach your goals should take priority over other things.

Beyond knowing yourself and your goals, there are some concrete steps you can take to help you take control of your time.

- Create a 'To-Do List'—a list of all the tasks that you need to carry out. Break larger tasks up into component parts. Then prioritize these tasks into order of importance. This allows you to complete the most important ones first.
- Get a calendar with hourly blocks so you can plan out when you will work on particular things. This can be paper, electronic, whatever feels right for you.
- Try for an accurate estimation of amount of time required for particular tasks (this will become easier the more times you do it as you learn your own work styles and speed). In the beginning it can help to plan in extra “buffer” time.
- Try to schedule blocks of time large enough to allow for substantive work rather than jumping from one task to the next—switching gears can be much more intellectually taxing.
- Break down tasks into manageable chunks and reward the small steps, not just the big ones.
- Work backward from deadlines when planning. When you break up tasks based on the deadline, you can focus on just the small piece you have planned currently, rather than constantly thinking about the overall project. When you plan back from the deadline, you can trust that if you stick with your plan you will be done in time.
- Use the time that you are most alert to focus on substantive tasks and put off less challenging tasks (such as checking email) to times when you know you will not be as fresh (that after lunch slump?).
- When possible combine tasks. For example, when visiting the library do the research for two classes to eliminate the need for a return trip.
- Don’t beat yourself up if you fall off schedule. Like maintaining a healthy diet, it is okay if you fall off a little, but if you treat that as an excuse to give up entirely, then you won’t see any benefit.

Last, and perhaps most important…
• Schedule in **down time** to help recharge your fuel cell and keep you motivated. This might include meditation, athletic pursuits, scrap-booking, gardening, painting, writing poetry, or spending fun time building relationships with people you care about.

****Want More Information? Try These Workshops!****

**Academics in the Commons Workshops** (203 Covel Commons)
*T ime Management:* 5p.m. on 10/9, 10/26 and 11/8; 7pm on 11/20
*Dealing with Procrastination:* 7p.m. on 10/30, and 11/13
Visit [http://www.college.ucla.edu/up/aitc/workshops.html](http://www.college.ucla.edu/up/aitc/workshops.html) for more information.

**Student Psychological Services Workshops**
*Procrastination*
Weds, October 11 from Noon to 1p.m. in Ashe Center 414
Weds, October 18 from 3p.m. to 4p.m. in Ackerman Union 3517
Weds, November 8 from Noon to 1p.m. in Ashe Center 414

*Stress*
Weds, October 18 from Noon to 1p.m. in Ashe Center 414
Weds, October 25 from 3p.m. to 4p.m. in Ackerman Union 3517
Weds, November 1 from 4p.m. to 5p.m. in Covel Commons West Coast Room

*Sleep*
Weds, October 11 from 4p.m. to 5p.m. in Covel Commons West Coast Room
Weds, October 25 from Noon to 1p.m. in Ashe Center 414
Weds, November 1 from 3p.m. to 4p.m. in Ackerman Union 3517
Weds, November 8 from 4p.m. to 5p.m. in Covel Commons North Ridge Room

**Center for Women & Men Workshops**
Workshops held in Student Activities Center, room B44. For more information, call 310/825-3945.

*Communication & Relationship Series*
*Saying What’s on Your Mind: Being your Most Genuine Self*  
Wednesday, October 11 OR November 8, Noon to 12:50p.m.

*What to Say after You Say Hello*  
Learn how to move past that early awkwardness with people you really like.

Tuesday, October 24, Noon to 12:50p.m.

*How to Break Up & Move On*  
Thursday, November 9, Noon to 12:50p.m.

*Conflict Resolution and Negotiation Series*  
*Conflict with Parents and Family Members:* October 10 or 31  
*Conflict with Partners and Friends:* October 24  
*Conflict with Advisors and Authority Figures:* November 7  
Tuesdays, 3:00p.m. to 4:00p.m.
Love Actually

Love, Actually Workshops
The Beginning: Recognizing healthy and unhealthy behaviors in your relationship: Thursday, October 19, 2:00p.m. to 3:00p.m.
The Break-Up: Ending your relationship safely: Thursday, October 26, 2:00p.m. to 3:00p.m.
The Aftermath: Knowing your legal rights in ending abuse: Thursday, November 2, 2:00p.m. to 3:00p.m.

Career Center Workshops
Career Exploration & Making Career Plans
Online registration required at career.ucla.edu/workshops/registration.asp. Registration limited.

Skills Assessment – Online registration required (see above)
Thursday, November 2, 10-11:30am, Career Center 3rd Floor
Wednesday, November 15, 12-1:30pm, Career Center 3rd Floor

How To Discover Your Dream Career – Online registration required (see above)
Thursday, October 26, 10am-12pm, Career Center 3rd Floor

Especially for Transfer Students
How Can the Career Center Assist You? A Special Orientation for Transfer Students
Tuesday, October 17, 3pm-4pm, Career Center 3rd Floor

The Wide World of Internships – Adding to Your Transfer Experience
Thursday, November 2, 4pm-5pm, Career Center 3rd Floor

The Connection Between Major and Career – Are You Limited By Your Choice of Major?
Tuesday, November 14, 4pm-5pm, Career Center 3rd Floor