FOUR TIME MANAGEMENT TIPS
to SHARE with your STUDENTS

1.) “Prioritize!” Over 90% of first-year students say they’ve had to work harder than expected to meet the demands of their instructors. Help students to realize that attending college can require as much time & effort as a full time job. It’s important to put school at the top of their daily commitment list.

2.) “Set time & social boundaries!” Help students to set a specific block of time to study.

   Encourage students to limit interruptions by . . .
   
   a.) Finding a place to study that’s free from the usual distractions & is used only to study.
   b.) Informing others they’re busy studying, but will get back to/be with them in 20 minutes.
   c.) Closing out all computer programs except the one(s) needed for the immediate task at hand.
   d.) Establishing a “worry pad” where they can jot down any distracting thoughts and then immediately return to the original task.
   e.) Establishing a separate time and place for social media.

3.) “Define and chase your goals!” Help them to narrow down and define their goals, and set specific, attainable steps toward reaching them. Then, encourage students to work toward their goals with everything they’ve got!

   Encourage students to have a ‘Growth Mind-Set” to...
   
   a.) Apply what they’re learning to get better at something they already know how to do.
   b.) Regard failure as an opportunity. Point out that when they succeed at something right away, they might get the false sense that they can do it on talent, rather than hard work. Remind them that getting really good at something comes only through repetition and practice.

4.) “Sacrifice now, rewards later!” Help students realize that instead of giving in to their present “wants,” they should go after the things that they need to do for long term success. Of all the skills which college teaches, the pursuit of delayed rewards is perhaps the most important.