Think about: Today I want to get ____ out of this event, and right now I’m feeling ____.

Time Management

PRESENTERS:

YADÉEH SAWYER, PHD (SHE, HER, ELLA)
NADA ABDELHACK, MA (SHE, HER, HERS)

Please sign in: https://forms.unm.edu/forms/sign_in
A MAP OF PROCRASTINATION

- Mt. Gaming
- TV Peak
- Sudden Urge To Do Laundry Valley
- Napland
- City of Closet Re-Organization
- Social Media Forest
- Online Shopping Cove
- Isle of Good Intentions
- Daydream Beach
- Sea of the Unknown
- Monsters, Probably
- River of Excuses
- Lake Coffee Break
- Comfort Zone

Jemma Correll for Evernote
The Perfectionist Scale

- Good
- Very good
- Excellent

Perfectionist
HIGH EXPECTATIONS
Boring
College students who procrastinate and are more likely to develop unhealthy habits.

The Procrastination Cycle

- Procrastinate
- Make excuses
- Panic
- Feel guilty

Don’t procrastinate
BUSY VERSUS PRODUCTIVE
Exercise
Don’t depend on stimulants
Stress outlets. Relax.
you are not alone
REWARDS
JUST AHEAD
First-Then Board
Premack Principle

First: Finish

Then: Free time

Homework

Take a break
Comfortable.

Minimal distractions.
DISTRACTIONS
Accountability is the difference between setting & achieving goals.
You alone are enough. You have nothing to prove to anybody.

~ Maya Angelou
This Is Important To Me
Focus on the Accomplishment, not the burden.
Look back and reflect on every lesson you've learned, but move forward in order to learn more!
Give Yourself Permission to do the Things You Enjoy
Nurture your natural talent
Excited & Motivated
Leading a group. Working with peers. Working alone.
WHAT to do - vs - HOW to do it
You CAN be in control
A goal without a plan is just a wish.
DEFINE YOUR FEARS INSTEAD OF YOUR GOALS
TIM FERRISS TED 2017
What If I...?
The cost of inaction
Anticipate the unexpected
3x longer than you THINK it will take
take control of time
Punctuality is the First Step Towards Success.
Carrying out your plans.

Don’t give up!
Identify Time-Wasters
ESTABLISH A ROUTINE for success

STEP 1: separate your life into categories (health, work, etc.) - what needs to be changed? Write down goals for each category.

STEP 2: brainstorm actions you can take to reach your goals, break them down into smaller steps.

STEP 3: schedule your routine, use the blocks of time you identified in step 1. For the productive behaviors from step 2, be consistent. Implement daily, weekly, and monthly goals to keep you on track.

STEP 4: exercise your discipline muscle, visualize your end goal, keep a journal - whatever it takes. Make it easier on yourself to reach your goals. Set an alarm, put your workout clothes out at night, check your email once a day.

STEP 5: fall off the wagon? It's a-ok. Take a breath and go back to step 1, you'll be back here in no time.
DON’T STAY RIGID

GET FLEXIBLE
How do students spend their time?
7 hours of sleep every night
x 7 days a week

49 hours a week
15 credit hours a week
X 3 hours a course
45 hours a week
OUTSIDE OF CLASS

Note: Technical courses may need to have even more time allocated.
Study Tools
Personal Needs

eat right.
Exercise

1 hour/day
X 7 days a week

__________

7 hours a week
Social Life

~ 12 hr/wk
EFFECTS OF STUDENT JOBS ON GRADES

Max 12 - 15 hours/week

10 - 12 hours/week is better
STUDENT JOBS

On Campus vs Off Campus
Balance Between School & Work
TWO DAYS
OFF WORK
COMPREHENSIVE, AFFORDABLE, & ACCESSIBLE!

At SHAC, we know what it takes to keep our students healthy, attending class, & achieving success!

Though health insurance is recommended, it is not required.

505-277-3136 | shac.unm.edu
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<th>Course</th>
<th>Week 1</th>
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Identify priorities
List routine tasks
List other activities
Set up a schedule
Include “other” time
Stick to it & adjust
Over-organizing
### Important

**Urgent**
- High Importance, High Urgency: Do
  - Pressing problems, deadlines, daily firefighting, crisis management

**Not Urgent**
- High Importance, Low Urgency: Decide when
  - Prevention, relationship building, planning, strategies, recreation, sleep, nutrition

### Not Important

**Urgent**
- Low Importance, High Urgency: Delegate
  - Interruptions, some calls, email, some meetings, busy work

**Not Urgent**
- Low Importance, Low Urgency: Dump
  - Television, entertainment, time wasters, social media/surfing