Student Engagement and Academic Success
SEAS Success Workshops
Time Management &

Procrastination
Overview

What does time management mean to you?
Self assessment
Study and time management tips
Resources and tools
Ways to get Organized

• Use a calendar
• Create a central to-do list
• Create a workspace
• Create a routine for most days

• Tools
  • Calendar sheets
  • Apps (see last page)
### Time Management Behaviors

Read each statement and assess how well it describes your time management practices. Please numerically rate how often and how important each behavior is to you. Multiply column A (how often?) by column B (how important) and enter the results in column C (total rating). In column C, circle values that are less than 5.

<table>
<thead>
<tr>
<th></th>
<th>How often?</th>
<th>How Important?</th>
<th>Total Rating Per Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I have three or four clearly established personal and career goals that I’m striving to reach.</td>
<td>1 – seldom</td>
<td>2 – sometimes</td>
</tr>
<tr>
<td>2.</td>
<td>I use a “to-do” list daily.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>3.</td>
<td>I make use of a daily planner or calendar to record important events and tasks.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>4.</td>
<td>I rank my priorities daily from most to least important.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>5.</td>
<td>I complete my most important tasks when I feel most energetic.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>6.</td>
<td>When I face an unpleasant task, instead of procrastinating I break the task into manageable, bite-sized pieces.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>7.</td>
<td>I take care of myself by rewarding myself for completing realistic objectives.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>8.</td>
<td>I am able to set limits by saying, “No, I just don’t have the time to do that right now.”</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>9.</td>
<td>I limit the amount of time I devote to phone calls, emails, &amp; texts each day.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>10.</td>
<td>I am organized enough that I can easily find my bills or other important papers in less than five minutes.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
<tr>
<td>11.</td>
<td>I am able to seek out or ask for help when I need it.</td>
<td>1 – not at all</td>
<td>2 – somewhat</td>
</tr>
</tbody>
</table>

A score of more than 5 on any item suggests that you value that time management practice and do it frequently. The ranked items (less than 5) describe practices that you do not find important or have not found time to implement.

Adapted from the University of Kentucky College of Agriculture: http://www.ca.uky.edu/ag KY/pubs/Ls/Ls101/Ls101.pdf
Time Management (Study) Tips

• Study at a regular time and place
• Use YOUR periods of maximum alertness
• 2 hours of study with breaks and reduced distraction
• Set a goal for each study session
• Review before and after lecture
• Double your time estimates
What procrastination means to me

tomorrow

(noun)

a mystical land where 99% of all human productivity, motivation and achievement is stored

PROCRASTINATION FLOWCHART

do something right now

No
High scores = Tomorrow

Pick 2-3 questions where you can lower your score with reasonable effort or pick 1 that needs the most effort to improve your overall score.

Overcoming Procrastination

“Are You a Procrastinator” Quiz?

Instructions:
For each statement, rate yourself by indicating the extent to which each statement is characteristic or uncharacteristic of you. The scale ranges from (1) “Not like me at all” to (5) “Very Like Me.” Note that (3) on the scale is neutral i.e., the statement is neither characteristic nor uncharacteristic of you. Add up your score result using the scoring table underneath.

1. I often find myself putting off tasks that I had intended to do days before._____
2. It usually takes me a while to return emails and phone calls that relate to school, work, or other non-recreational issues._____
3. I find that jobs don’t get done for days, even when they require little else except sitting down and doing them._____
4. It usually takes me a while to make decisions._____
5. When there’s something difficult to do, I tell myself that it’s better to wait to do it until I’m feeling more inspired._____
6. I usually have to rush to complete tasks on time._____
7. I rarely accomplish all the things I plan to do in a day._____
8. I don’t start my long-term assignments right away._____
9. When deadlines are approaching, I often waste time by doing other things._____
10. I often delay starting tasks that I have to do._____
11. I frequently say, “I’ll do it tomorrow.”_____

Scoring:
55-61 You’re a confirmed procrastinator. While you have trouble maintaining deadlines and waste a lot of time, you are not a hopeless case. You will need to do a major attitude and behavioral overhaul, but with some advice and consistent practice, you can improve your situation.

39-44 You’re a mild procrastinator. You have some success motivating yourself to do what’s needed in a timely manner, but you do need to figure out what your biggest procrastination stumbling blocks are, and systematically change your behaviors.

25-38 Good News! You’re not a systematic procrastinator, but may still need to work on avoiding procrastination for certain tasks you dread.

What are some reasons people procrastinate?

- Fear of failing
- Helplessness (Don’t know how start)
- Rebellion (angry about having to do it)
- Laziness (too much work)
- Lack of motivation (no interest)
- Not knowing where or how to start
- Perfectionism (you take too long because you want it to be perfect)
Fear & Dread
You have final exam in math. It is your most difficult class. You are not good at math. You must pass. You are afraid.

Procrastination
You delay studying math. You focus on your other classes.

Rushed, Panic, Binge
You finally study for math. You study for 4 days straight every evening right before you take the exam.

Recovery, Burn Out
After the exam, you are so tired. You also feel like you did not do well on your exam. You no longer want to take a math class.

CYCLE OF CREATIVE BURNOUT
What are some ways to stop procrastination?

- Awareness - You must see your own procrastination
- **Apply Time Management** – one piece of the puzzle at a time
- Motivation - Finding What You Like
- Staying Motivated – Reward yourself
Questions?
Helpful Apps

• Mint.com for budgeting – free
• iHomework for calendars by course with alarms - $1.99
• Notability iPad for notetaking - $2.99 includes audio recording (Evernote, Notella)
• Mindnode for visual outline of concepts
• WolframAlpha for course assistance
• StudyBlue Flashcards – make and repository
• Engineering Professional for formulae
• EasyBib for generating citations from scanning the ISBN barcode
• Dragon Dictation
• SelfControl for finals week distraction reduction