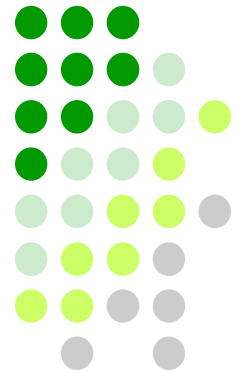


# Time Management

Managing time means investing your time to get what you decide you want out of life, including what you want out of being a member of a student organization. This concept of managing time assumes that you have clearly focused values and goals for your work, family, studies, social activities, other people, and most importantly, yourself!

## Ten Tips to Help Manage Your Time

- PLAN** - Start each day by making a general schedule with specific emphasis on one or two things that you would like to accomplish-include things that will achieve long term goals. Use a calendar.
- CONCENTRATE** - The amount of time spent on a project is not what counts; it's the amount of uninterrupted time.
- TAKE BREAKS** - To work for long periods of time can decrease energy, as well as increase stress, tension, and boredom. Switching from a mental task to a physical task can provide relief. Merely resting can also increase your efficiency, reduce tension, and most importantly, benefit your health.
- AVOID CLUTTER** - In most cases, clutter can hinder concentration and cause frustration and tension. Clearing or organizing your desk nightly should be standard practice.
- AVOID PERFECTIONISM** - There is a difference between striving for excellence and for perfection; the first being attainable, gratifying and healthy, while the second is often unattainable, frustrating, and neurotic.
- LEARN TO SAY "NO"** - Learn to decline, tactfully yet firmly, requests that do not fit with your goals. If you explain that your motivation is not to get out of work, but to save time to do a better job on the really important things, you'll have a good chance of avoiding unproductive tasks.
- DON'T PROCRASTINATE** - Decide to change habits immediately, but don't take on too much too quickly.
- DELETE TIME WASTING ACTIVITIES AND HABITS** - If you are wasting your time in activities that bore you, divert you from your real goals, and sap your energy, make changes in a positive direction or delete them from your schedule.
- DELEGATE** - Learn to delegate the challenging and rewarding tasks, along with sufficient authority to make necessary decisions.
- AVOID THE WORKAHOLIC SYNDROME** - Don't let work interfere with the really important things such as family, friends, and enjoyment.



Dragon Tidbits