

## On- and Off-Campus Support

### On Campus

Office of Student Life: available to talk and pray with you as well as suggest options for further care; stop by or call for an appointment (BC252; ext. 6300)

Counseling Services: offers free support (Townhouse H1; ext. 8540)

AESC Office: works with students trying to improve their study skills and time management; addresses other academic issues (HC324; ext. 6416)

Office of Campus Ministries: provides spiritual support and mentoring (HC325; ext. 6372)

### Off Campus

Arden Woods Psychological Services  
(New Brighton): 651.482.9361

## Resources

### Books

*7 Habits of Highly Effective People*

By Stephen R. Covey

*Getting Things Done*

By David Allen

*Make Today Count*

By John C. Maxwell

## Related Scriptures

Luke 14:28

Ephesians 5:15-17

Proverbs 3:9

Psalms 31:14-15

John 17:4



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## Time Management



### A Quick Reference Guide

Provided by the  
Office of Student Life

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## What Is Time Management?

Feeling overwhelmed? Juggling multiple priorities without much success? Consider how managing your time differently might help.

Giving the right amount of time to the right activity, budgeting your time to be more productive, and making the best use of time are all indicators of effective time management—an essential skill in today's busy, fast-paced world.

## Benefits of Time Management

- Achieve more and be more effective.
- Decide what's important and use your time accordingly.
- More time for fun! Create space to do the things you really want to do.
- Increase your self-confidence, while improving your discipline and punctuality.
- Reduce your stress and become less prone to anxiety.

## Avoid Time Robbers

Being late and procrastinating are two common time robbers. Be on time and make a plan for the tasks that you normally put off. You will likely see more time in your day for the things you really want to do. Other habits that can also create unnecessary clutter and sabotage good time management include television, gaming, email, social networking sites,

certain people, and even bad attitudes (e.g., moodiness, complaining, whining, an ungrateful spirit).

People who make lists accomplish 90% of what they need to; those who don't accomplish just 20-30%.



## How to Get Started

The skill of time management takes time to learn and time to master. Be patient as you learn how to manage everything you have going on in your life.

### 1. Analyze your time

You may be surprised where you are spending your time.

Make a list of every activity and an estimated amount of time you spend on that activity. (The amount of time should add up to 24 hours)

This can give you a clear idea of how you spend your time and where you can make adjustments to be more efficient and disciplined with your time.

### 2. Prioritize your activities

Put your activities into the following categories:

Quadrant I: Urgent and Important

Quadrant II: Not Urgent but Important

Quadrant III: Urgent but Not Important

Quadrant IV: Not Urgent and Not Important

Then add the total amount of time spent in each quadrant.

Where did your time go?

## How to Improve Time Management

- Create an environment that is conducive to efficient and effective work. Identify and remove factors that are keeping you from being productive (TV, iPod, phone, email).
- Clean and organize your space. Messy work areas can hinder effective work.
- Keep an activity log for several days to reveal how you spend your time and where you may need to make changes.
- Create a calendar or repurpose the one you have; 60% of your day should be scheduled and 40% should be left unscheduled for unexpected events, tasks, or projects.
- Set SMART goals: specific, measurable, attainable, realistic, tangible with a target date.
- Plan your day well in advance by writing a task list. Be sure your tasks are actionable. For example, instead of "Write paper for psych. class," break it into steps: "Go to library for resources," and "Write rough draft of first page." Listing routine tasks (brush teeth, eat lunch, etc.) only wastes time.
- Complete pending tasks one by one. Don't start a new task until previous tasks are completed.
- Order priorities within task lists. Compare activities and determine which ones are important and which ones are urgent. Consider the consequences of your choices.
- Protect your time. While working on a particular task, avoid interruptions—people stopping by, phone calls, texts, etc. Say no!
- Set deadlines and choose to adhere to them.