



The real time management experts? Students who are up to their ears in activities! C&C dug up some student go-getters and asked them to share their best time management tips.

**Who:** Jon Adler, Bates College, Lewiston, ME  
**Activities:** Acts in and directs college theater productions  
**Advice:** "Social support is important. Having people to vent to will alleviate stress and enable you to be more effective when you are working."

**Who:** Kristin Kramer, Lehigh University, Bethlehem, PA  
**Activities:** Internship, lifestyles editor of the campus paper, part-time job  
**Advice:** "Set aside study time at the same time each week. If you go to the library at the same time every week, it becomes a habit."

programs at Long Island University's Southampton College in New York. "In college, they have a couple of hours a day in class and that's it. There's all this other time to spend on test preparation and papers and everything else."

Another difference: In high school, someone—a parent, a teacher, or guidance counselor—is constantly nudging you to go to class or do your homework.

"The students who get in the biggest trouble are those whose parents were very involved in reminding them to do things," says Elizabeth Barnhart, director of the Baldwin Center for Learning and Teaching at Bowdoin College in Brunswick,

Maine. "Students have to learn to do it themselves."

### Getting Started

Experts say that good time management is all about prioritizing. But that can be tough when you're trying to prioritize everything from classes to activities to socializing to sleep.

The first step is figuring out what's important to you. Dr. Edward O'Keefe, professor of psychology at Marist College in Poughkeepsie, New York, and author of *Self Management for College Students: The ABC Approach*, suggests listing your goals for college. Don't limit your goals to academic ones.

"You should use college to develop the rest of yourself, in addition to your academic self," says O'Keefe.

Seeing your goals on paper will help you determine what you feel is worth spending time on. If you want to develop your musical talents, for example, you may decide to play in the school orchestra. If you

want to polish your writing skills, you may join the campus newspaper staff. Next, figure out how you work best. College is all about independence—it's up to you and only you to decide when, where, and how you study. Ask yourself these questions:

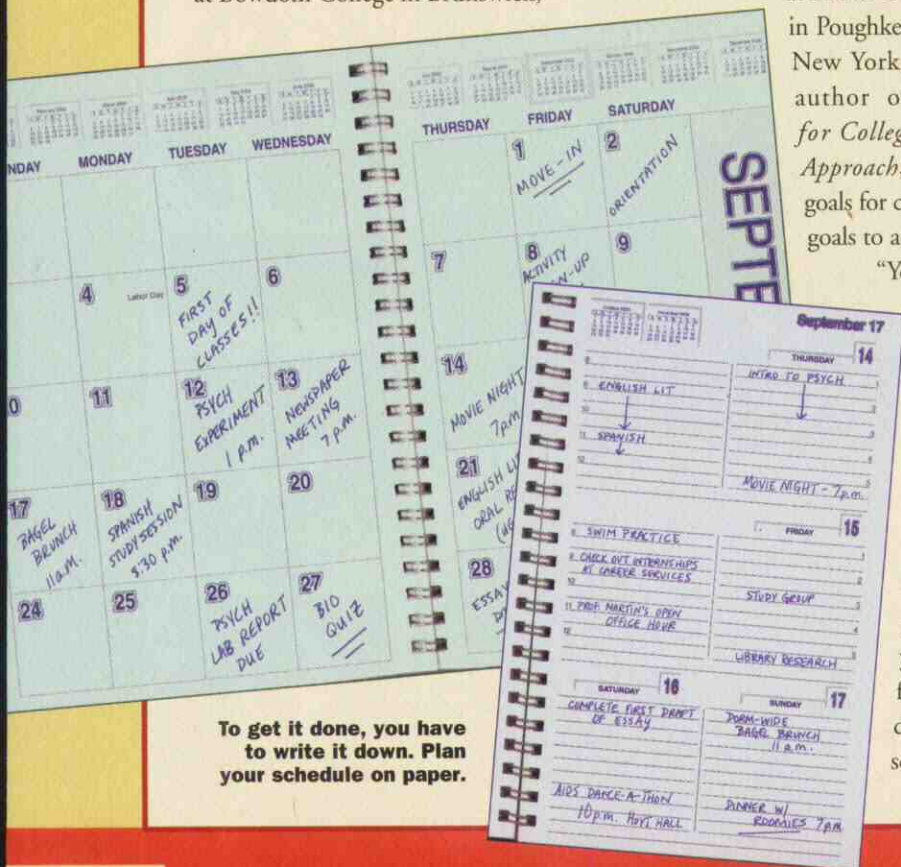
■ **DO I WORK BEST WITH A FULL OR EMPTY SCHEDULE?** "My highest GPAs come when I've been directing a play, and my lowest GPAs are when I've found myself bored," says Jon Adler, a theater major from Bates College in Lewiston, Maine. "But my friend on the football team consistently does poorer during the football season than in the off-season."

■ **AM I A MORNING OR EVENING PERSON?** "The tendency is to say it's good to take an eight o'clock class," says Southampton's Alice Flynn. "But some kids have a really tough time in the morning."

Others are like Leah McConaughy, a biology major at Bowdoin College. "I know that I get up early and can't stay up late at night," she says, "so trying to force myself to stay awake and study late into the evening is a waste of time."



Theater major Jon Adler says the busier he is, the better he does.



To get it done, you have to write it down. Plan your schedule on paper.

**Who:** Jennifer Adams, Mount Holyoke College, South Hadley, MA

**Activities:** Vice president of student government, College Republicans, Girls Summit Advisory Board, staff writer and Web master for campus newspaper

**Advice:** "Leave room in your schedule for emergencies. So many students have their planning books with them at every second, but they can't handle it if a family emergency comes up."

**Who:** Carrie Alme, Mount Holyoke College, South Hadley, MA

**Activities:** College Democrats, leadership advisory board member

**Advice:** "Try to combine activities. You can combine your social time and your academic time by making a study group with your friends. You're relaxing with your friends, but also studying."

**Who:** Monika Dargin, Bowdoin College, Brunswick, ME

**Activities:** Basketball team, academic mentor

**Advice:** "Sometimes I'll focus on doing little things so I'll feel like I have some sense of accomplishment. If I have laundry or have to wash my car, I'll sometimes do those things before a paper so I can check some things off my list."

### ■ CAN I TUNE OUT DISTRACTIONS EASILY?

The answer will tell you whether you'll be able to study in a rowdy dorm, or whether you'll have to schedule time to hit the library.

It's also a good idea to take a look at your "Achilles' heel"—a quality that may keep you from managing your time properly.

"Some students are unassertive," explains O'Keefe, "so they're going to have trouble implementing a time schedule unless they think of ways to keep people from occupying their time. Others lose time because when they're emotionally upset, they can't get anything done."

### Mapping It Out

Once you have a good idea of what you want out of college—and how you're best equipped to get it—you can begin putting a schedule into play. Start by getting a calendar that lets you see an entire semester at once.

"You need to be able to look ahead and say, 'This week isn't bad, but in two weeks I'm going to have to do this,

and I better start that paper because I have three papers due the next week,'" says Barnhart.

As you receive a syllabus for each class, transfer important dates—due dates for term papers, final exam and midterm dates, reading assignments, etc.—to the calendar. Presto—your entire semester is laid out before your very eyes!

"That way," says Kristin Kramer, a journalism major from Lehigh University in Bethlehem, Pennsylvania, "when you have two things due at the same time, you can't say, 'Oh, I didn't realize that.' You have no excuse."

Once you have your class requirements scheduled, you can work daily tasks around them. Use your goal list to determine what should take precedence in your schedule.

"I want to be a doctor, so my science classes are going to take priority," says

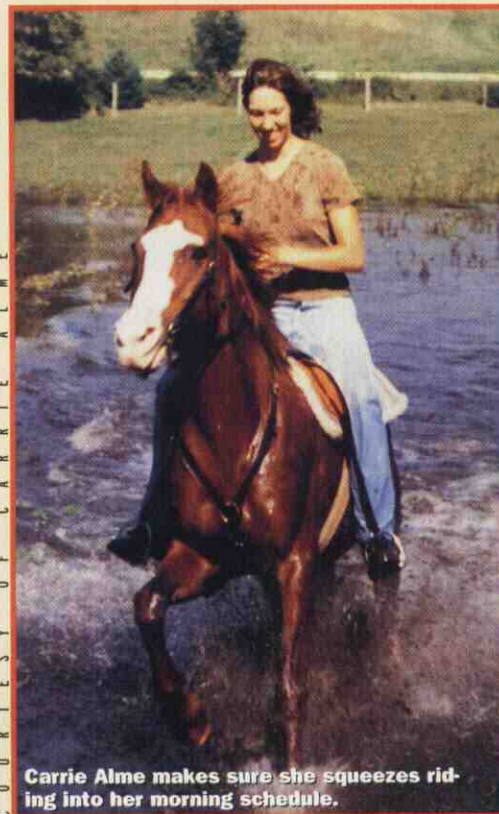
Carrie Alme, an economics and chemistry major from Mount Holyoke College in South Hadley, Massachusetts. "Riding is important to me, so I take time in the morning to do that. You just go down the chain that way."

And don't forget about your social life. "All work and no play makes for an unbalanced student lifestyle," says Meigan Kelly, co-coordinator of the freshman seminar at Temple University in Philadelphia. "Schedule time for fun and relaxation just like you'd schedule a class."

### Keeping On Schedule

How can you make time management more habit-forming? Use these guidelines:

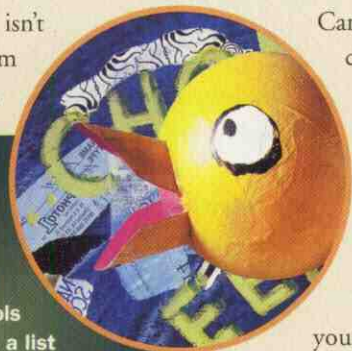
■ **KEEP TRACK OF YOUR TIME.** Flynn has



Carrie Alme makes sure she squeezes riding into her morning schedule.

students at Southampton College keep a week-long log of how they spend their time. "Very often they find they have much more free time than they thought," she says.

■ **WRITE STUFF DOWN.** You can go high tech (a laptop or handheld organizer) or low tech (day planner or notebook). But have something handy at all times to write notes to yourself or jot down to-do lists.



### Web Watch

Time Management for Success at College ([www.nichols.edu/FACULTY/DAVIS/PY151/Scheduling.htm](http://www.nichols.edu/FACULTY/DAVIS/PY151/Scheduling.htm)) Nichols College in Dudley, MA presents a list that tells you what activities need to go on a schedule and what activities can be real "time-eaters."

Time Management for College Students ([www.setu.edu/Academics/BasicStudies/DSES/TimeManagementInfo.html](http://www.setu.edu/Academics/BasicStudies/DSES/TimeManagementInfo.html)) A 5- to 10-minute online presentation to teach students time management techniques.

**Who:** Kerri Durand, Miami University of Ohio, Oxford, OH

**Activities:** Delta Gamma sorority, Miami Marketing Enterprises, Golden Key National Honor Society

**Advice:** "I leave a section in my planner for things that can be put off. For example, getting my dad a sweatshirt. I have to do it, but it isn't going to stress me out if I don't get it done."

**Who:** Amanda Borsky, American University, Washington, DC

**Activities:** Part-time job, campus radio show

**Advice:** "If I'm working late at night, there's a certain point where I just shut down and I'm exhausted, so I'll go to bed and get up early."

**Who:** Leah McConaughey, Bowdoin College, Brunswick, ME

**Activities:** Habitat for Humanity, community center volunteer, part-time job

**Advice:** "I have a list of some things I can do in a short amount of time. During the day, you have little one-hour blocks of time that you want to fill."

■ **BALANCE YOUR CLASS LOAD.** Kelly says that scheduling all your classes on two or three days rather than throughout the week can turn ugly. "When you have tests or things due in the classes you have crammed together, it makes it difficult."

■ **MAKE USE OF DAYTIME HOURS.** "College freshmen are in the old habit of waiting until nighttime to do their work," says Flynn. Instead of vegging in your room or hanging out in the student lounge, use that hour

between classes to hit the books.

■ **TAKE A BREAK.** Make sure your schedule includes short breaks between study sessions. Jennifer Adams, a history and design major from Mount Holyoke, likes to reward herself when she finishes a big project. "Going for a walk around the lake, drinking some hot cocoa,



renting a video, going out with friends—it's very relaxing for me before I jump into something else."

■ **TALK TO YOUR PROFESSORS.** As a freshman, McConaughey remembers being intimidated by her professors.

But eventually, she realized they were human—and, for the most part, more than willing to help her if she got into time management jams.

■ **GET CREDIT FOR WORK YOU DO OUTSIDE OF CLASS.** Adams took on the task of maintaining her school newspaper's Web site. She was able to use that work for her final project in a journalism class.

■ **LISTEN AND LEARN.** "Put your notes on tape or tape lectures," says Marist's O'Keefe. "Carry them with you and whenever there's dead time pop the tape in and listen to your notes."

And perhaps the most important time management advice of all: Don't sweat the small stuff. Things like laundry, cleaning your room, and calling your friends back home can fall through the cracks of even the best time manager's schedule, and that's OK.

"The only person who sees my laundry is me," says Adams. "It needs to get done, but is the world going to stop if it doesn't? Probably not."

*Jennifer Nichols is a regular contributor to CAREERS & COLLEGES.*



## Beware the Time Bandit Procrastination!

"I DO MY BEST work at the last minute." That's the procrastinator's mantra—but is it really true? Not usually, says Marist's Edward O'Keefe.

He suggests comparing a paper you wrote at the last minute with one you wrote over a period of time. If you can honestly say the first paper is better, then procrastination may be your bag. But if not, you may want to rethink the "last minute" strategy.

Here are some ways to help you get off the procrastination highway:

■ **FIGURE OUT WHAT MAKES YOU PROCRASTINATE.** Do you have a hard time making decisions? Do you manage your time poorly? Are you not a good listener? Pinpoint the reason behind the procrastination.

■ **LEARN TO BREAK TASKS INTO MANAGEABLE PARTS.** Many procrastinators fail to see that they don't have to do everything at once, says Meigan Kelly. "They don't understand that you could just do research one night, write an introduction one night, write the next section one night, and so on."

■ **TRY DOING THE FIRST DRAFT OF A PAPER IN ADVANCE.** That'll give you extra time to edit and fine-tune the paper—and you might just learn to appreciate that time.

■ **CHANGE YOUR STUDY ENVIRONMENT.** Often, procrastinators will purposely distract themselves by trying to study in a room with a TV or other people, says Kelly. "If they change their environment, that can help them get the work done."

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