S.M.A.R.T. Time Management Strategies

Part I

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Time Management Assessment

Activity: circle the number that best describes you
Focus on the Future

• **We need a purpose for managing our time**
  • What do you want?
  • Goals

• **Time Wasters**
  • What keeps you from using your time well?
    [http://techland.time.com/2014/01/27/how much time have you wasted on facebook/](http://techland.time.com/2014/01/27/how much time have you wasted on facebook/)
  • Use as rewards
S.M.A.R.T. Goal Setting

- **Specific** – a clear & simple statement
- **Measurable** – clear beginning & end
- **Attainable** – the goal must be realistic
- **Relevant** – goal must relate to objective
- **Time-Based** – specific deadline
Consider the Example...

Overall objective: Increase semester grades

Specific – I will increase my grade in my **ACCT 201** class

Measurable – I will increase my grade to a **B** in my ACCT 201

Attainable – I will increase my grade from a **C+ to a B** in my ACCT 201 class

Relevant – goal is related to above objective (increasing grades)

Time-Based – I will increase my grade from a **C+ to a B** in my ACCT 201 class **by the end of the semester.**

Now that is a S.M.A.R.T Goal!

Activity – your turn to try
Put Your Goals into Action

Start with your studies!

Types of learners

- Visual – pictures, colors, charts, notes, etc.
- Auditory – lectures, videos, rhymes, etc.
- Kinesthetic – movement, role play, teaching, etc.

Learning styles assessment
- Visit the AAC!
Study Strategies to Help you Stick to your “Plan”

• Create a work area free from distractions
  • Leave your phone at home!

• Take breaks
  • Appropriate length

• Daily to-do list
  • prioritize
Because we are all Towson Students...

By Semester
  • Calendar (assignment tracker)

By week
  • Planner
    • Fixed time commitments - class, work, etc.

By Day
  • Time Schedule
    • Living schedule not just a study schedule!
    • When do you have the most energy?
Remember!

Use your goals to make your schedule!
- This will help you stick to your plan

If you need to adjust your schedule that is okay!
- It is about balance and being realistic
Time Management Activity

Based on the ‘S.M.A.R.T. Goal’ you are given, rate each activity by priority

- “Urgent”
- “It can wait”
- “Distraction”
Time Management Tips

- Learn to say no to distractions
- Beware of perfectionism
- Use ‘wait time’ to read, study, etc.
- Remember you need personal & social time as well
- If you have been putting something off, work on it 5-10 minutes at a time
Be Flexible!

“Your schedule is meant to allow you to control your time - not to let time control you!”

Practice the scheduling methods we discussed

Follow up session:

S.M.A.R.T. Time Management Strategies
Part II

Wed. March 26th, 12:45-1:45pm LA5310
Contact Us!

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