A written **To Do List** is a simple technique that can increase your productivity by 20% or more, (if you don't use it already). It also has extra benefits of clearing your mind and saving you energy and stress.


**Principles of Time Management**

Below are some strategies that may help you to better manage your time and help you to get everything done on that ever growing to-do list!

- **Identify the “best time” for studying.** Are you a morning or evening person? Use your power times to study and down time for routines and errands.
- **Study difficult subjects first.** When you are fresh, you can process information more quickly.
- **Study in shorter time blocks, with short breaks in between.** This helps you from getting fatigued and wasting time.
- **Place yourself in a “study productive” environment.** This can reduce the distractions. If you know that your hall will be loud, go to the library!
- **Make time for relaxation and entertainment.** College is more than just studying. Maintain a healthy balance of social and academic tasks.
- **Sleep and Eat properly.** Sleeping helps your brain remember what you have studied. Try to get an adequate amount of sleep each night (7-8 hrs.). Good nutrition can help keep you focused as well.
- **Try to combine activities.** If you are washing laundry, bring your textbook. If you are waiting in line for something, bring your note cards to review course work.

http://www.d.umn.edu/kmc/student/loon/acad/strat/time_man_princ.html

**Did you know…?**

80% of college students report procrastination as a problem - especially when it comes to working on homework!


Procrastination is the act of putting tasks off that you should be doing now. Below are some reasons why students procrastinate – can you relate to any of these?

- Waiting for the “right” mood
- Waiting for the “right” time
- Lacking clear, measurable goals
- Underestimating the difficulty of the task
- Underestimating the time required to complete the task
- Feeling like the tasks are meaningless or you are being forced to do them although you do not want to
- Tasks are too ambiguous and you just don’t know where to start
- Fear of failure or fear of success
- Perfectionism

www.time-management-guide.com/procrastination

“Procrastination is like a credit card: it’s a lot of fun until you get the bill.”

- Christopher Parker

**Good to know…**

The most powerful word in our time management vocabulary is “NO.”

**A Stitch in Time…Saves Nine!**

Having trouble finding time to do everything you need to do in a week? Here are some ideas for saving time!

- Learn to say NO to distractions - remember it’s the most powerful word in time management!
- Plan ahead
- Learn and practice self-discipline
- Improve your concentration skills
- Learn to listen effectively
- Take notes
- Seek help if you need it (books, professors, classmates, University Counseling Center, etc.)
- Have a place for everything and return it back to that place when you’re done with it so you don’t waste time searching!
- Watch your TV and Internet time - keep them to a minimum because they can suck up a lot of time!

www.uc.edu/psc/sh/SH-Time_Management

**Organization**
- Daily lists
- Weekly Schedules
- Long Term Goals

**Discipline**
- Follow your schedule
- Be flexible but yet firm
- Learn to say “no” when you need to
- Take breaks and reward yourself!

**Be Conscious of Time Traps**
- TV/Internet/Phone
- Friends

“One always has enough time, if one will apply it well.”

- Johann Wolfgang

Need help with your time management skills? Contact the University Counseling Center at (309)298.2453. It’s FREE and confidential!

**Follow us on Twitter - @BeuHealthEd**

Stall Talk is brought to you by Beu Health Center Graduate Assistant Liz Andrews and Students T. A. L. K. peer educators. For more information, call (309)298.3225. For more health info, visit beu.wiu.edu. For adaptive format please contact the Disability Resource Center at (309)298.2512

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“Principles of Time Management” is a section from Beu Health Center Newsletter, which includes strategies for better time management. The text explains the importance of identifying the best time for studying, studying difficult subjects first, and combining activities like washing laundry with studying. It also suggests making time for relaxation and entertainment, sleeping and eating properly, and trying to combine activities. The article also provides a list of reasons why students procrastinate and offers tips for managing time effectively. The section concludes with a call to action for those who need help with their time management skills. The document also promotes social, physical, emotional, and intellectual well-being through various activities and resources. The Beu Health Center is committed to providing health education and resources to the university community, and Stall Talk is a regular publication that aims to raise awareness about different health issues. The newsletter includes a section on procrastination, which highlights the challenges of managing time and offers strategies for overcoming procrastination. The article’s message is reinforced by several quotes that emphasize the importance of time management and discipline. The document is written in plain text and is easy to read, making it accessible to a wide audience. The use of bullet points and paragraphs makes the content clear and concise. The document also includes a reference section with links to additional resources for those interested in learning more about time management. Overall, the Beu Health Center Newsletter is an informative and engaging resource that promotes healthy living practices and provides valuable information on various health topics.