



Time Management

Avoiding procrastination and
how to get more time out of your day

The background features a light gray base with large, organic, overlapping shapes in muted olive green and dusty rose. In the top left corner, there are stylized, light gray illustrations of pine needles or branches. A thin, white, wavy line curves across the bottom right portion of the image.

procrastination

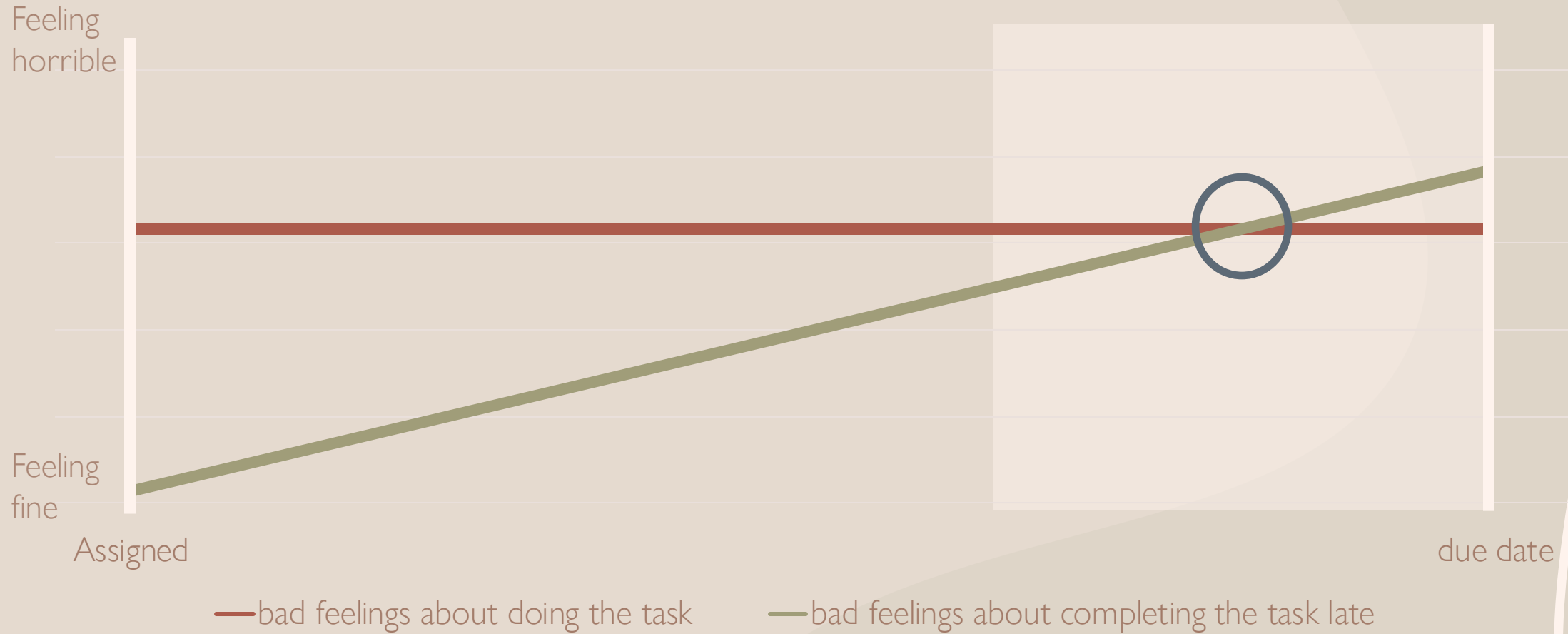
When you need to do something,
but you can't seem to make yourself do it

why do we procrastinate?

- We're motivated like animals
- List the things you procrastinate on
- Think about how they make you feel



bad feelings from two sources



feeling less bad

- Ask yourself “why?”
- Break your tasks up
- Utilize rewards
- Don’t beat yourself up



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organizing
your time

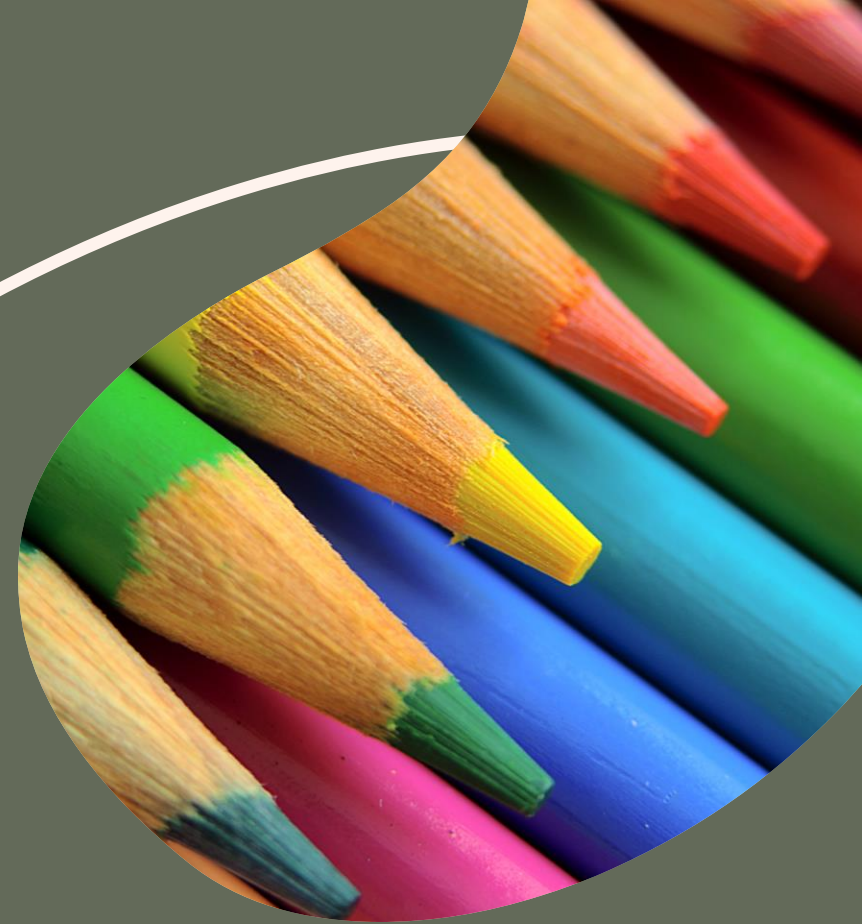
building a schedule

- Assess how you spend your time
 - Write down ways you currently spend your time daily
 - No need to be specific (at first)
 - Don't embellish
 - Don't leave gaps



building a schedule

- Prioritize
 - Label your tasks: necessary, movable, etc.
 - Try color coding
 - Complete difficult & important tasks first
 - Keep your self-care!



building a schedule

- Limit your time
 - Find minimum time
 - Set maximum time



building a schedule

- Update your schedule
 - Build a habit
 - Edit tasks as necessary
 - Use schedule in multiple ways



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completing
your tasks
faster

spend time to save time

- Scheduling
- Prep work materials
- Research best approaches
 - List one trick you learned to speed up work
- Don't turn it into procrastination



organizing your space

- Storage
- Digital
 - Files
 - Bookmarks
 - Passwords
- Workspace



getting someone to help

- Get help before you need it
- Know your resources
 - Wake Tech ILC
 - Career Services
 - Libraries
 - More!
- Consider academic honesty



eliminate distractions

- Personal differences of distraction
 - What distracts you?
- Physical space
- Digital space
- Mental space





thank you!

Presented by the Wake Tech ILC