



520 621-4548

Strategies for Time Management (continued...)

- **Reward Yourself!**

Changing habitual behavior is challenging, especially ingrained behavior such as time management. Instead of being critical of yourself for what you haven't done, reward yourself for your efforts. Identify a reward that will really motivate you: meeting friends or playing a favorite video game. Savor the great feeling of accomplishment, knowing that your obligations are met, so you can really enjoy yourself afterwards!

- **Learn to Say “No”**

For some people, someone is always asking for a piece of our time. Instead of being honest and saying “No” to these requests, we tend to hedge and sometimes accept responsibility for tasks we neither want nor have time to perform. Saying “no” requires courage and tact, but you’ll be proud of yourself and you’ll appreciate the time you gain.

Now Is the Time to Put It All Together!

Your ability to manage time effectively could separate you from less successful students. If you manage your time well, you’ll be able to manage other things better, too.

1. **Of the methods listed on this handout, which strategy is one you don't have a habit of practicing, but you think might work and you're willing to try?**
-