

Time Management Tips for Chapter Members

Develop a “TO DO” List – Be sure to integrate everything you have to do on one list. Keeping track of separate lists for your organization, your student role, and your personal life wastes time.

Break Down Big Projects – Even if they cannot be accomplished right away, think about how you can break them down to small parts and begin on a small part today. Do not put something off because it seems too big.

Set Priorities – Make decisions about what is most important and must be done today. Stars, checks, or a system of rating tasks “A” “B,” “C,” all work. The important thing is to decide what is important and then begin to work on it.

Do Top Priority Tasks First – It is easy to fall into the trap of doing low priority items because they are usually easier and require less time and effort.

Cross-Out Items – When you have completed an item on your list, cross it out. Add new items when they occur. Take time to reorganize the list at least once a week, every few days, or whatever feels best for you. It is much easier to see what you need to do.

Watch Your Schedule – Leave time between meetings, classes, and other scheduled activities. Know yourself... If you tend to run late, plan for it in your scheduling. Allow some flexibility for emergencies.

Group Your Errands and Phone Calls – Think before you take off to do something. Can you do anything else you need to do in the same general vicinity? Errands can be grouped. Phones at times seem to be few and far between on campus, so try to group your phone calls, too.

Learn To Say “NO” – You are not always the best person to respond to a request. Sometimes you are doing yourself and your organization or your friends a disservice if you take on too many responsibilities without enough time to do them well. Do not spread yourself too thin.

Use “Bits” of Time Effectively – Very often in our days, we have 15-20 minutes, which we waste and that could be used to help us get control of our time and our life. Fifteen minutes can be used to make two phone calls, start a letter, review a chapter, and other things that need our attention. If you know what you have to do by using a “TO DO” list, you can make better use of bits of time.

Use a Calendar – Being able to “see” your daily, weekly, or monthly schedule is helpful in planning your time.

Decide Your Personal Goals – Very often we just “do” and do not take time to decide what is really important for ourselves. We need to assess if our current activities and involvements meet our personal goals. If you are so busy that you are not accomplishing what you want to, then something is wrong. Assess each activity and involvement opportunity and see if it is helping you move toward your personal goals.

Make A Positive Decision Regarding Your Activities – Because you have always been involved in a group, activity or event is not sufficient reason to continue. It must be valuable to you. It must be worth spending your time on. If it is not, then you should look for ways to reduce your involvement with that activity and find other ways to meet your needs.

Plan Your Time

- Schedule fixed blocks of time first - especially class.
- Include time for errands.
- Schedule time for fun/recreation/exercise/relaxation.
- Set realistic goals.
- Allow flexibility in your schedule.
- Study two hours for every hour in class.
- Avoid scheduling marathon study sessions.
- Set clear starting and stopping times.
- Plan for the unplanned.
- Stick to your plan!