



Time Management

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

The background features a light grey base with large, overlapping organic shapes in muted green and brown. In the top left, there are stylized, layered patterns of foliage in shades of grey and brown. A white, wavy line curves across the bottom right of the image.

procrastination

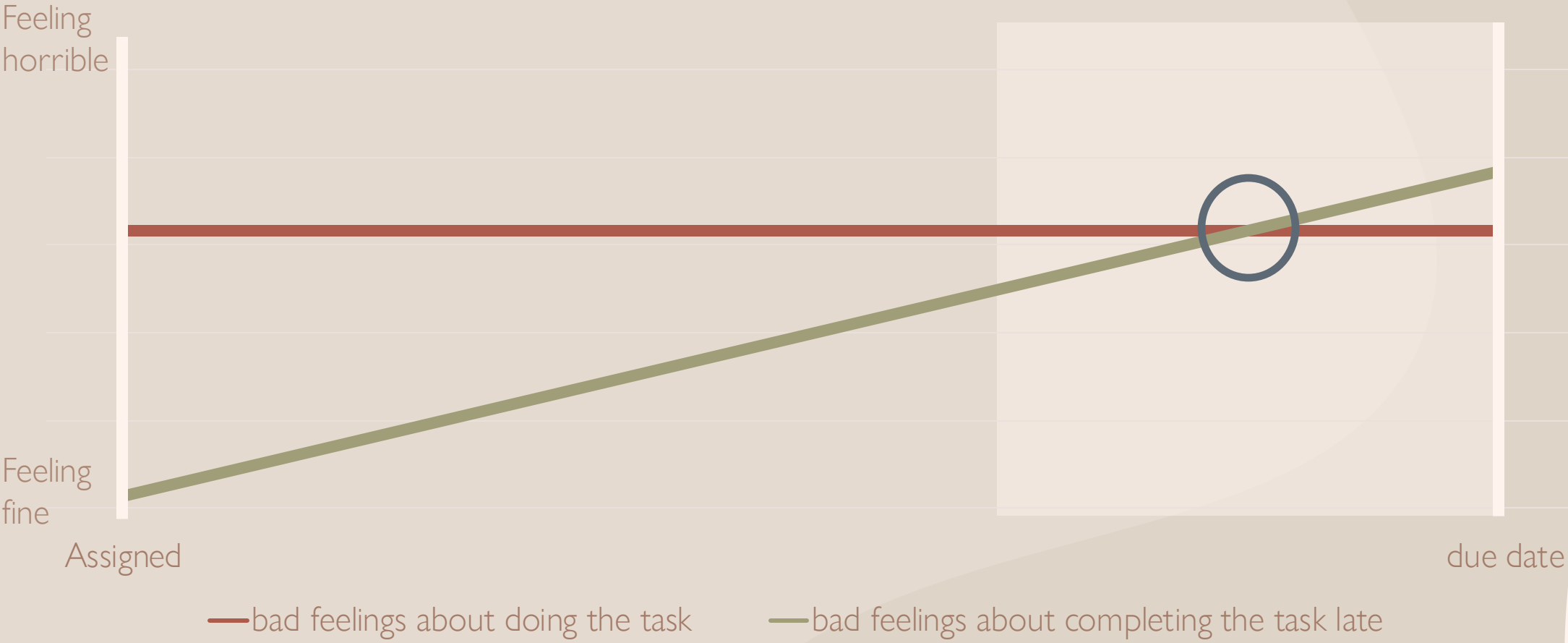
When you need to do something,
but you can't seem to make yourself do it

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



The background features a light grey base with large, overlapping organic shapes in muted green and brown. A faint silhouette of a pine branch is visible in the upper left. A white wavy line curves across the bottom right.

organizing
your time

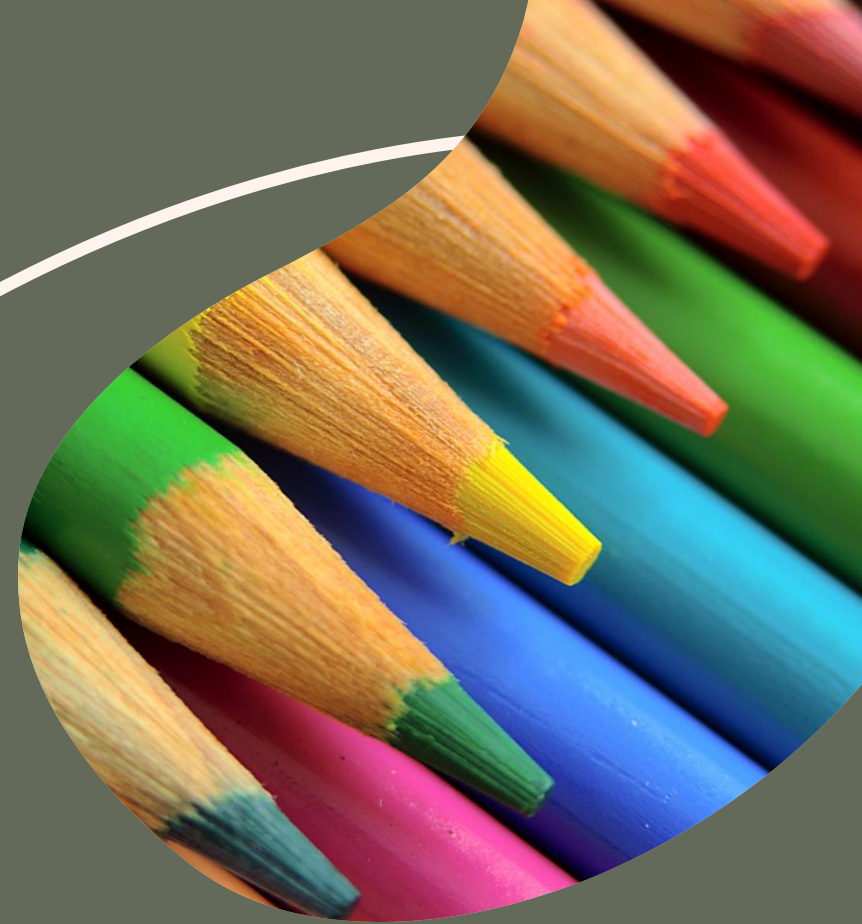
building a schedule

- 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





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