

TIME MANAGEMENT

The 80-20 rule

80% of the reward comes from 20% of the effort. The trick to prioritizing is to isolate and identify that valuable 20%; prioritize time to concentrate your work on those items with the greatest reward.

Set SMART goals

Specific: What do you want to achieve?

Measurable: How will you know you've reached the goal?

Achievable: Is it in your control to accomplish it?

Realistic: Can you realistically achieve it?

Time-based: When do you want to accomplish it?

Consider your values

Schedule your time according to what is important to you. Do you value social time, academics, etc? Create a realistic schedule where you allow yourself time to engage in activities that are important to you.

Be flexible

Allow time for interruptions and distractions in your schedule. Ask yourself the question "What is the most important thing I can be doing with my time right now?" to get yourself back on track

Find your prime time

Your prime time is the time of day when you're at your best. Are you a morning person/ night owl? Knowing when your best time is and planning to use that time of day for your priorities is effective time management.

Eliminate the urgent

Urgent tasks have short-term consequence while important tasks have long-term, goal related implications. Work towards reducing the urgent things you must do so you'll have time for your priorities.

Delegate

Can you delegate or eliminate any of your to do list? Work on those tasks which you alone can do. Remember that it's okay to ask for help.

Consider an avoidance to-do list

If you find yourself avoiding certain tasks, consider writing an "Avoidance To-Do List" and setting aside a designated time to tackle items on the list one step at a time.

Reward yourself

Even for small successes, celebrate achievement of goals. You've worked hard, recognize yourself for that!

Practice self-compassion

Things will not always go according to plan. You may not meet your goals, fail an exam, etc. However, speak to yourself as you would to a friend and normalize for yourself that time management is not easy.

CONTACT US

UW La-Crosse Counseling and Testing Center

2106 Centennial Hall
8 - 4:30pm M-F
Urgent care: 12 - 4pm M-F

Phone: 608-785-8073



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City of La Crosse
Police: 911 or 608-785-5962

Great Rivers 211: 211
or 800-362-8255

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