

# 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 consequences 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, and 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



***Visit our website!***

### ***Emergency Resources***

UWL Police:  
608-789-9999

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

Great Rivers 211: 211  
or 800-362-8255

Suicide and Crisis  
Lifeline: Call or text  
988