

Time Management

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Does Any of This Sound Familiar?

I will
finish it
later

Once I finish
this project, I
will work on it

I just don't
have enough
time

It's not
that
important
, it can
wait

There is
always
tomorrow

What Is Time Management

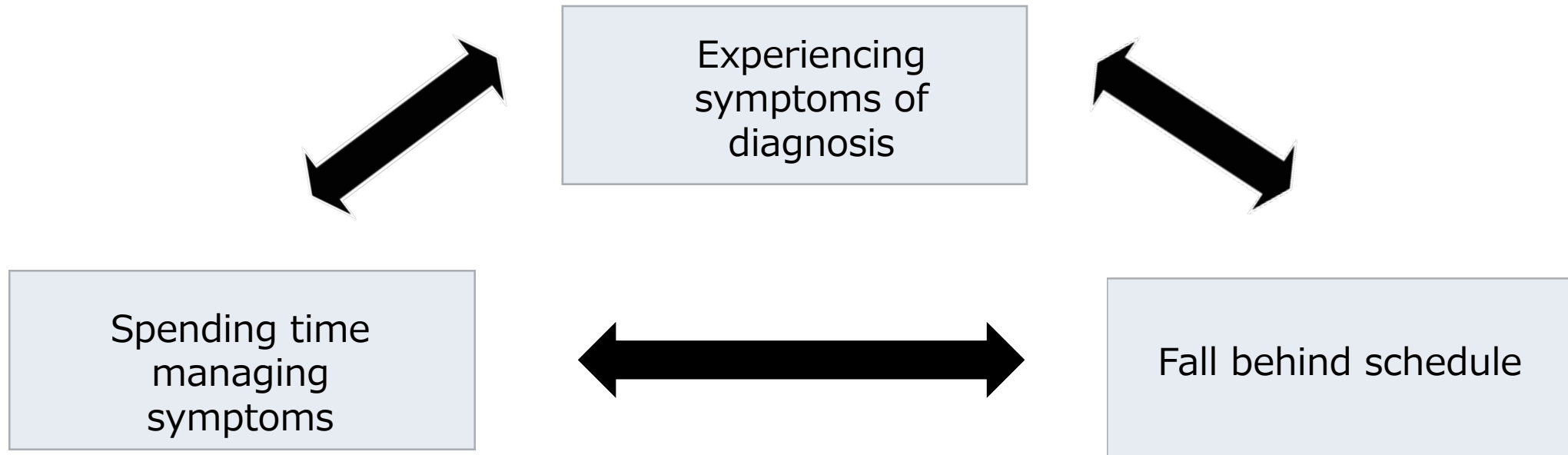
- Planning and controlling the amount of time spent on tasks
- Can help with achieving short and long-term goals
- Help someone assess what needs to be completed within a certain time frame
- Can help someone become more organized
- Can help manage stress (finishing tasks can increase motivation)



Work Smarter Not Harder!

Time Management and ADHD

- A symptom of ADHD is procrastination which can make it difficult to initiate tasks
- Spend so much time managing the symptom, you are not spending time on working on the tasks
- Makes you get further behind on you work, worsening symptoms



Overestimating Free Time

- People tend to believe they have more free time than what they actually do
- I typically wake up at 7:00 and have to be at work by 8:30. I have to take into account:

Showering

Drying Off

Getting Dressed

Brushing Teeth

Makeup

Breakfast

Hair

Lunch

Driving

Is There Enough Time?

Time Awareness

- Write down tasks you do throughout the day
- Log how long it takes to do each task from start to finish
- You can keep track with a phone, but a watch is recommended
- Do this for a few days to a week so that you have an accurate estimate of time instead of just simply guessing



Planner

- Gives structure
- If you write out information you tend to remember things better
- If you don't finish something, you can put it in an open slot on a different day
- Check once in the morning and once at night
- If you see a trend of not being able to finish a specific task, you can break it into sub tasks (don't write a 5-page paper in one day, create a time block on different days to work on it)
- Long-term planning is looking at the whole month, short-term is weekly, and of course look at daily

The Benefits!

**Don't
give up!**

Work
smarter
NOT
harder

You got this!

Increase
motivation
and self-
esteem

More
intentional on
how to invest
your time

**You will
excel!**

Reduces
stress

**Believe in
yourself!**

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