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HUNDLEY CENTER *for*
ACADEMIC ENRICHMENT

Time Management Success 101: Divide & Conquer

#SuccessStartsHere

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Hundley Center Team

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Academic Success Services

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Academic Success Tools

- Academic Coaching/Accountability
- Time Management
- Study Skills
- Test Prep
- Grad School Prep
- Walk-in Writing Lab
- GPA Calculations/Mapping

Peer Tutoring

- In-person
- On-call
- Smarthinking.com

Study Areas

- Private study rooms
- Technology Lab
- Open Study Area (lounge)



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Focus

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- Time Defined
- How is time wasted?
- How is time maximized?
- Divide and conquer
 - Plan and set goals
 - Prioritize
 - Organize with Action
 - End-in-mind
- Seven Keys to Good Time Management
- Scriptures for Thought



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What is time?

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- In this context:
 - the thing that is measured as seconds, minutes, hours, days, years, etc.
 - a particular minute or hour shown by a clock
 - a moment, hour, day, or year as indicated by a clock or calendar
- **We all are given the same 24-hours in a day.**
 - 168 hours in a week
 - 8760 hours in a year
- **Time cannot be bought, stopped, or rewound.**



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How is time wasted?

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- Forbes...89%. Employees are spending longer periods than ever before “wasting time.”
- 31% waste roughly 30 minutes daily
- 31% waste roughly 1 hour daily
- 16% waste roughly 2 hours daily
- 6% waste roughly 3 hours daily
- 2% waste roughly 4 hours daily
- 2% waste 5 or more hours daily



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How is time wasted?

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???



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Take Time to Schedule Your Time

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Activity



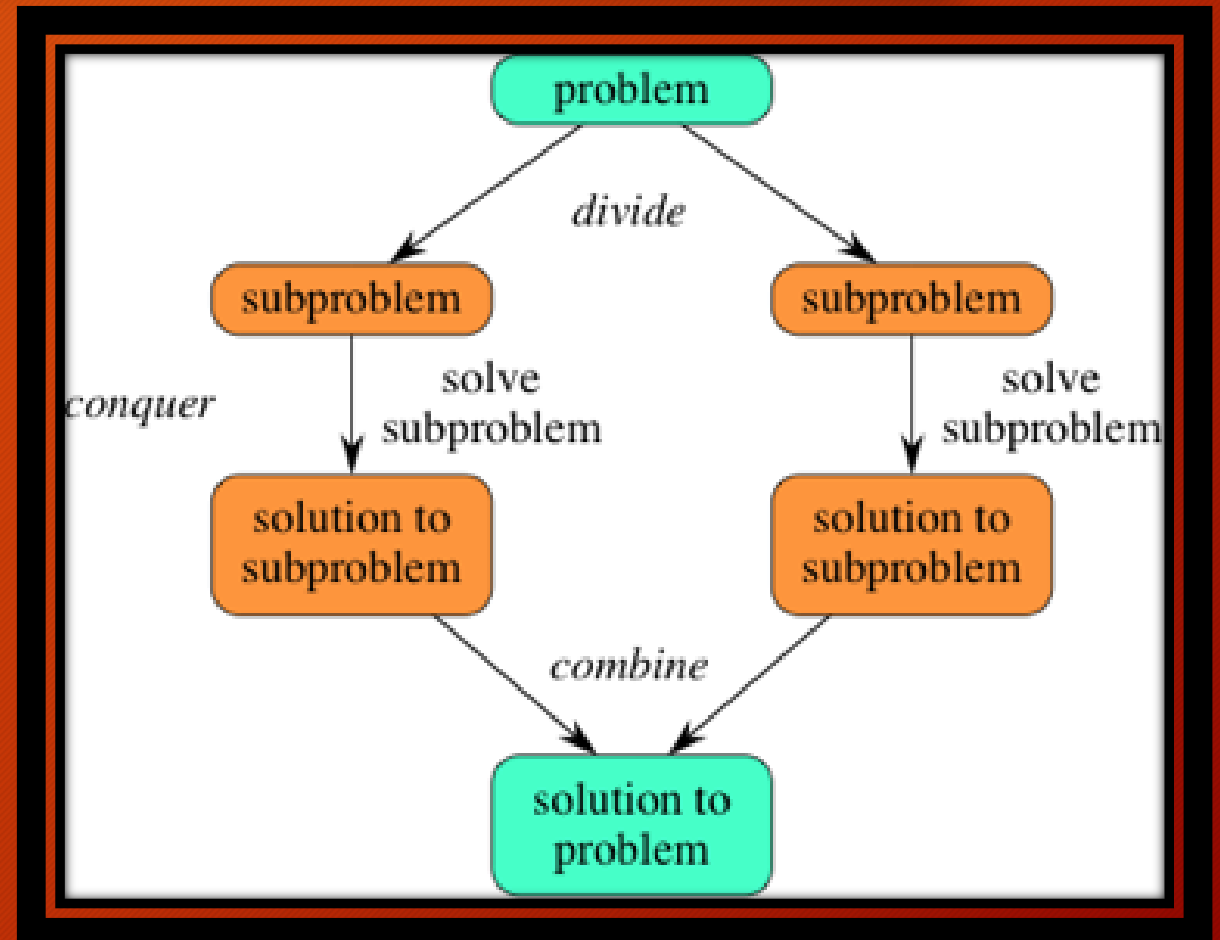
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Divide and Conquer (Algorithm)

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- Plan & Goal Set
- Prioritize
- Organize with Action
- End-in-mind



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Plan & Set Goals

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- Specific
- Measurable
- Achievable
- Realistic
- Time-bound



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Prioritize



#Success
Starts
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Organize with Action

#Success
Starts
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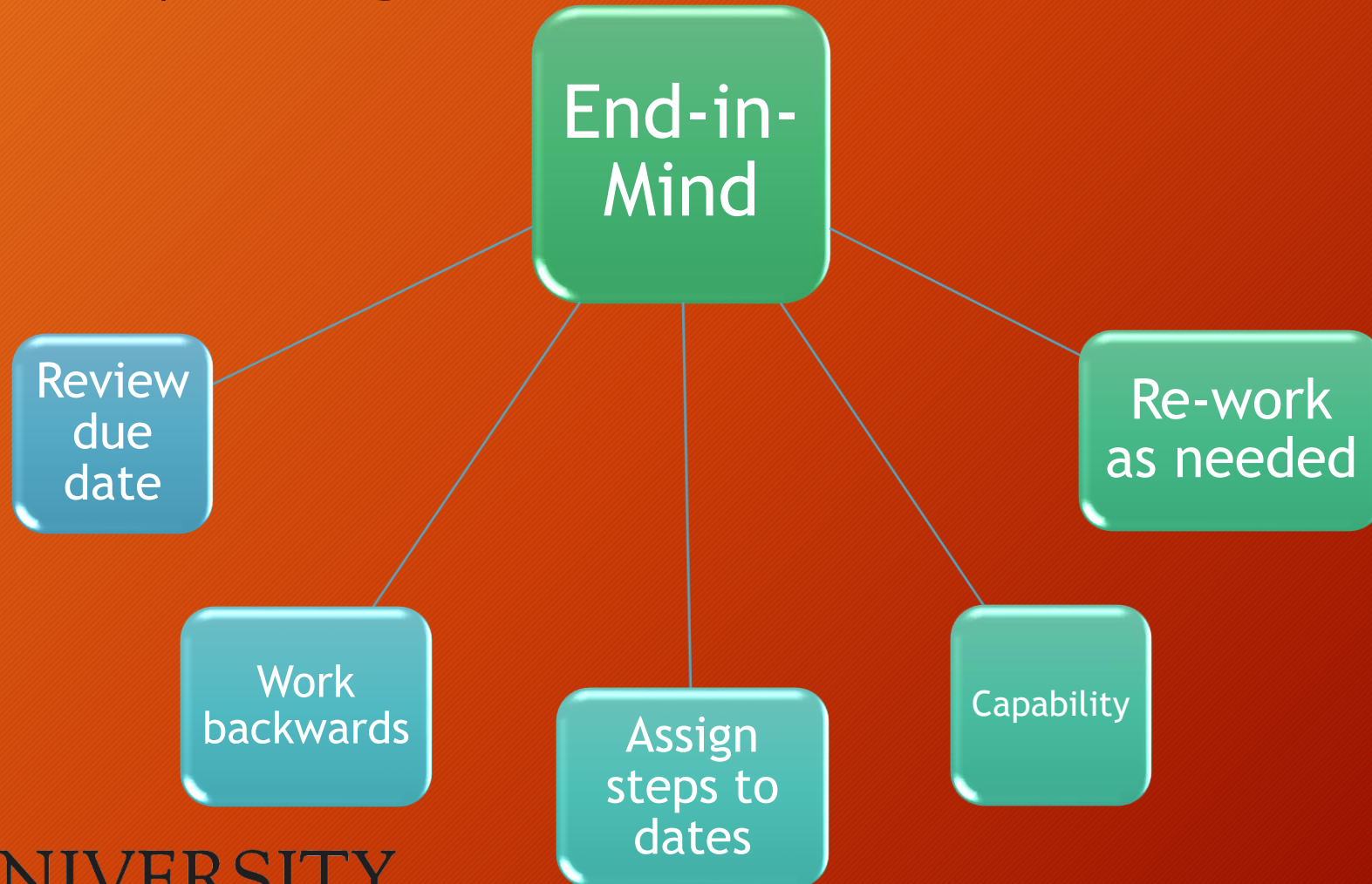


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End-in-Mind

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Starts
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Seven Keys to Good Time Management

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Key #1: Assume Responsibility.



Key #2: Seek God's Guidance.



Key #3: Plan Your Schedule.



Key #4: Stay Organized.



Key #5: Rely on God's Wisdom.



Key #6: Eliminate the Unimportant.



Key #7: Review Your Day.



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Scriptures for Thought

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Luke 14:28 - For which of you, intending to build a tower, sitteth not down first, and counteth the cost, whether he have [sufficient] to finish [it]?

Proverbs 16:9 - A person plans his way, but the LORD directs his steps.

James 1:5 If any of you lacks wisdom, let him ask God, who gives generously to all without reproach, and it will be given him.

References

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