Time Tips

Guaranteed Progress
• Your time is yours alone to be used for your benefit. Use it in a satisfying, productive way.
• Find something to enjoy in whatever you do.
• Find ways to build on your successes. Plan your week with a time schedule, then keep a log of what you actually do. This will point out ways to improve.
• Stop regretting your failures and start learning from your mistakes.
• Remind yourself, "there is always enough time for the important things." If it is important, you should be able to make time to do it. Use your time schedule.
• Examine your old habits and search for ways to change or eliminate them.
• Continually look at ways of freeing up your time or planning how your time is used.
• USE your waiting time. Bring something to do.

Planning
• Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.
• Plan your day each morning or the night before and set priorities for yourself. Consult your time schedule, then get the most important ones done as soon in the day as you can. Evaluate your progress at the end of the day briefly.
• Look ahead in your month and try and anticipate what is going to happen so you can better schedule your time. This is a perfect use for your Middlebury calendar!
• Try rewarding yourself when you get things done as you had planned, especially the important ones.
• Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards those goals on a daily basis. This is a good thing to do with a group of friends.
• Always keep those long-term goals in mind. Keep a working list in an obvious place.

Sticking with It
• Set your priorities. Do important things first. Set deadlines.
• Have confidence in yourself and in your judgement of priorities and stick to them no matter what.
• When you catch yourself procrastinating—ask yourself "what am I avoiding?" Jot down your thoughts and get help from a study partner, tutor, or professor to get going.
• Start with the most difficult parts of projects, then either the worst is done, or you may find you don't have to do all the other small tasks.
• Catch yourself when you are involved in unproductive projects and stop as soon as you can. Watch out for unplanned, passive socializing.
• Concentrate on one thing at a time. Jot down distracting thoughts and look at it later.
• Put your efforts in areas that provide long term benefits.
• Push yourself and be persistent, especially when you know you are doing well.
• Think on paper when possible—it makes it easier to review and revise.

Responsibility
• Don't take on too much responsibility in extra-curricular activities. Everyone is responsible, not just you.
• Ask for advice when needed. That's what faculty and staff are here for.

Adapted from A. Lakein, How to Get Control of Your Time and Your Life

For more information visit http://go.middlebury.edu/time

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