



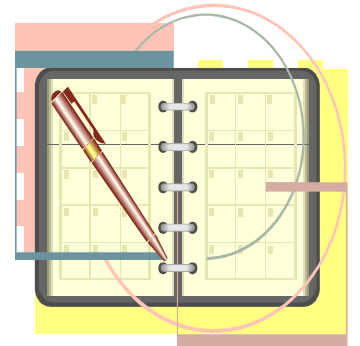
TIME MANAGEMENT

Presenter:
Kathy P. Arnold



What did you say?

- Time management is your life and what you believe is important.
- Time management is also a system for scheduling commitments efficiently.
- College freshman spent 1/3 of waking hours during the weekday in social activities or idle leisure. This amounted to nearly twice the time spent studying. (Fordham University 1987 survey)
- How you use time can determine your success or failure in college. If you use time wisely, you'll prosper. If you use it poorly, you'll fail in the job you came to do.





Time Habit Tips

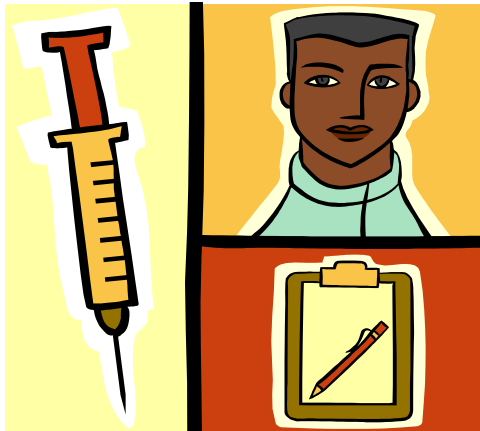


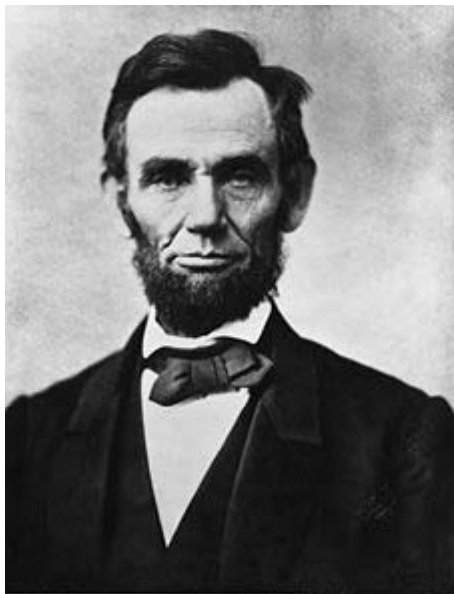
- Obey your alarm clock. **Don't hit the snooze button.**
- Take "Time Out." Reward yourself with short breaks as you work.
- Write Thoughts on a Notepad. Jot down any obligations or stray ideas that occur as you study then refocus on studies.
- Carry pocket work like note cards to study or listen to recorded information during unexpected free time.
- If you want to capture the ideas or solutions produced by your **subconscious**, write them down as soon as you wake up; otherwise, they will be lost.
- Use a planned time schedule.



GOALS

- Your goals reflect what you believe is important in your life.
- The first step toward reaching a goal is the commitment to pay the price to achieve it.





Abraham Lincoln

NEVER GIVE UP!!!!

- Was raised in great poverty, lost the love of his life when he was 26, suffered a nervous breakdown at 27, failed in business twice, lost eight elections, and suffered the death of two children . . . all **before** he became our president and changed the face of the world.
- (picture retrieved on 5-27-09 from http://en.wikipedia.org/wiki/Abraham_Lincoln)

How to Write Goals

- Write a goal statement that is specific and measurable. For example, “I will lose 10 pounds in six weeks.”
- Create specific action steps that explain exactly what you are going to do to reach goal. Then decide on a target date for reaching your goal.
- Write a narrative statement about what your goal accomplishment will mean to you and how your life will change because of reaching this goal.
- Write down two reasons why you deserve this goal.



Procrastination

- Is what stops many people from taking action. It is the tendency to put things off. **It may be the greatest obstacle to success.**

SOME OF TOP REASONS STUDENTS PROCRASTINATE:



Superhuman



Whining



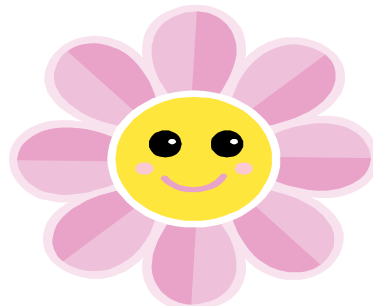
Fear of Failing



Emotional blocks

A Winning Attitude

- Develop a positive attitude about yourself and your future.
- Eliminate negative thinking. Replace “I can’t,” with “I am” or “I can.”
- Your body reacts to the messages your brain feeds it, so think positive not negative.
- **Remember:** People with positive attitudes are more appealing; negative people drive others away.



vs.



Overcoming Doubts and Fears

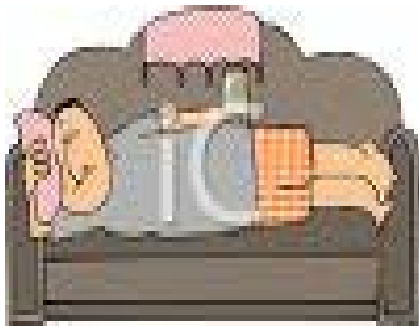
- Fear causes people to hold back, to doubt themselves, to accomplish much less than they could, and to hide the person they really are.
- You can let fear dominate your life, or you can focus on those things you really want to accomplish, put your fears behind you, and go for it.



Barbara Streisand
suffers from stage fright.

Progressing Toward Success

- If you stay in your comfort zone where you feel confident and safe, you will never reach your potential.
- When you realize you are outside your comfort zone, you should feel good about yourself because you are learning and growing and improving.



OR





Overcoming Hardships and Setbacks



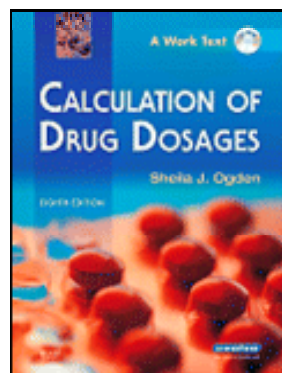
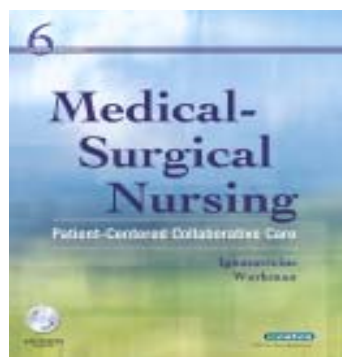
M
I
C
K
E
Y

R
O
U
R
K
E

T
I
M

M
C
G
R
A
W

- Have you ever given up on something too quickly or gotten discouraged and quit?
- Difficult situations make you tougher and more capable of developing your potential.
- Overcoming hardships is an essential part of success in school and in life.



“I am going to pass!”



Martin Luther King, Jr.

MOTIVATION



R
O
C
K
Y

- You become motivated by experiencing one small success after another. As your confidence grows, gradually, you try something bigger and more challenging.
- Dreaming or wanting to solve a problem **without** action will get you nowhere.
- **Desire + Courage + Goals + Discipline = Motivation**
- **The choice to be motivated, to be successful, to reach your potential is up to you!**
- **Blaming others, making excuses, using difficult circumstances as a crutch, or quitting will never get you anywhere.**



Lance Armstrong,
Professional Road
Racing Cyclist

SUCCESS!

I am graduating from the School of Nursing!



RESOURCES

- Longman, Debbie G., Atkinson, Rhonda H., (1999). *College Learning And Study Skills*. New York: Wadsworth Publishing Company.
- Sherfield, Robert M., Montgomery, Rhonda J., and Moody, Patricia G. (2006). *Cornerstone: Building on Your best for Career Success*. New Jersey: Pearson Education, Inc.
- Pauk, Walter. (1997). *How To Study In College*. New York: Houghton Mifflin Company.