**Time Management Tips for Students**

**Awareness**

The first step in managing procrastination is to recognize how your decisions effect you and other people. Teenagers–guess what? You live with a family, and your choices effect you and the other people in your home.

*Putting things off negatively effects you.*

How do you feel physically and emotionally when you have a deadline hanging over your head? Can you relax? Are you happy? It’s natural that deadlines can cause people to feel a bit of stress. It becomes a problem as the deadlines get closer and closer with no progress on the project.

Putting things off negatively effects others.

Imagine the following scenario:

You work hard all week, and you have a special relaxing event planned with a friend Friday night. (Maybe it’s a movie, maybe it’s skateboarding–use your imagination.) You look forward to it all week long.

Mom needs your help cleaning the garage. She can’t do it without you. There are some things that need to be done that only you can help with.

Every time you volunteer to help Mom during the week, she tells you that she doesn’t have time right now. She’s busy cooking, cleaning, or maybe just reading a book for fun. She promises she’ll get to it later.

Friday arrives, and it’s time for you to go out with your friend. As you head out the door, Mom gasps and says, “Oh, no! The garage! It’s not done. We have to do it right now! I promised Dad it would be done by tomorrow morning. You’ll have to stay home and help me.”

A silly story, I know. But it does make you think. If you need help with the project you are procrastinating, you’re not just hurting yourself by putting it off, you’re also hurting anyone who needs to help you by being selfish with their time.

##### Assess the problem

Now that you know how procrastination effects you and others, it’s time to do a little self assessment. Ask yourself the following questions:

1. What do you procrastinate?
2. Why do you put off those particular things?
3. Can you think of anything that helps you focus and your work done?

##### Solve it!

Now, let’s take those answers and find ways for you to manage your time effectively.

***Chunk it and Schedule it***

When you get one of those assignments that you know you are going to procrastinate, plan ahead. Break that big project into lots of smaller projects (chunks), and set a deadline for each small project. You’ll start to see progress on your assignment daily, and the stress you feel from the large project will begin to feel smaller.

It’s really helpful to use a planner.

***Get help***

Choose a parent or a friend who will help you stay on track. Let them know your plan, and check back with them to let them know your progress. When you know that you will be reporting back to someone, it’s a lot more motivating to get the work done.

***Reward yourself***

You know what motivates you. If you need to reward yourself for completing each small chunk of the project–do it! If you can hold off and wait for a bigger reward when your project is finished, make a plan to do something fun to celebrate when you’re all done.

**Helpful Time Management Apps** - (the apps can be found on the library website under the **Resources – Helpful Apps tabs**):

**30/30** - You set up a list of tasks, and a length of time for each of them. When you start the timer, it will tell you when to move on to the next task. The task list is controlled entirely with gestures; a simple and natural way to use the app.

**Pomodoro Timer** - Pomodoro Timer helps you boost your productivity using the Pomodoro Technique™, one of the most effective time management methods out there. Not only will you get a fully configurable timer that lets you customize every aspect of the technique, but you will also enjoy a clear and beautiful user interface.   
  
There are five basic steps to implementing the technique:  
1) Decide on the task to be done  
2) Set the pomodoro (timer) to 25 minutes  
3) Work on the task until the timer rings  
4) Take a short break (3-5 minutes)  
5) Take a longer break (15–30 minutes) every four "pomodori"  
  
With this app you can:  
• Set your target number of pomodoros per day  
• Choose your alarm sound from 6 harmonious and clear sounds, or just leave it muted  
• Customize the pomodoro length.  
• Customize the short and long break length  
• Turn ticking sound on/off. Ticking continues playing when the app is in background if you want to.  
• Choose how many pomodoros you want to do between long breaks  
• Restart your daily progress by hand or automatically at midnight  
• Start/pause/stop the current timer  
  
And of course… you can close the app whenever you want, and you will receive notifications when your break time is up or you have finished your pomodoro.