Time Management
Is Self Management!

“Time is coin of your life. It is the only coin you have, and only you can determine how it will be spent.” -Carl Sandburg

Please take a moment and write down some notes about what this quote means to you.

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Why do some people get so much more done than others?

- Fact: We all receive 24 hours each day
- Effective Time Managers:
  - Manage their life rather than activities or people managing them
Objectives

• Experience some of the time management commitments of your student
• Create a draft schedule allocating appropriate time for each commitment
• Calculate the amount of time remaining in your student’s weekly schedule for activities, involvements and hobbies
A time Management Story:
Big Rocks
What’s the moral of the story...

• *If we had not put the big rocks in first they would have never have fit*

• *So...what are the “big rocks” in your student’s life?*

168 Hours In Week . . .
How do you spend your time?

What if your student spent their semester putting the “big rocks first?” Complete the 168-hour a week exercise and find out how!
How can students use this exercise?

• Do a time audit on yourself. Compare to your ideal schedule
• Use the planner you were given
• Pick up a semester calendar study aid from the Bright Success Center (Library 222)
Importance of Time Management as a Leadership Trait...

• “It is not enough to be busy… the question is: what are we busy about?” – Henry David Thoreau

• “Self Discipline is self-caring” – Dr. M. Scott Peck
Credits

• Ohio University Academic Advancement Center
  – www.ohiou.edu/aac
• Louisiana State University Center for Academic Success
  – www.lsu.edu/cas
Want to learn more? Contact us!

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