



Freshman Academic Advising Services  
SLS 1503  
Learning Strategies and Human Development

Chapter Time Management Amount of time required: none

Type of exercise: Handout: ABCs of Time Management

Supplies needed: none

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Summary of exercise:

(see attached)

## ABCs OF TIME MANAGEMENT

A - **Analysis** & Action

B - **Blocking**

C - Commitment, **Communication**, Control

D - Deadlines

E - Errands

F - Focused & Flexible

G - Goals, Good Intentions, Guilt

H - Habits (old ones die hard)

I - Introspection

J - Jumping **Jeopardy** (**from** task to task **w/o** completion)

K - Know your **limits**

L - Logic of **keeping** a log

M - Modify

N - NO!, NO!, NO!

O - Organization & Ownership

P - Plan, Prepare, Prioritize and Peak Performance

Q - **Quality vs** Quantity

R - Reward

S - Schedules (make them) & Be Specific

T - Tenacity

U - Unavoidable and Unexpected time usurpers

V - Visual Reminders

W - Write it Down!

X - Exercise

Y - YOU are in control!

Z - Zero out all tasks at the end of each week