Once you have set goals for yourself and understand how you currently use your time, you will be able to select time management tips that will be particularly useful to you. Some people swear by particular strategies; however, everyone selects time savers that fit their goals, their values, and their personality. You should do the same. Here are 25 different strategies and tips.

1. Keep an appointment book. (Find one broken down into hours, if you have a lot of things to keep track of everyday)
2. Write a "TO DO" List everyday:
3. Put a “TO DO LIST” into your appointment book.
4. Ask yourself what things do NOT need to be done. Then don't do them.
5. Throw things out; preferably the first time you handle them.
6. Do each task only once. If the task is too big to handle in one sitting, divide it into smaller tasks that are no more than a half hour or an hour.
7. When you pick up a piece of paper or open a letter, handle it only once. Once you pick it up, do everything that needs to be done.
8. Make the most of one spare minute.
9. Make the most of transition times. While walking home from class, plan how you will spend the afternoon or evening. Think over the paper you have to write and narrow down the topic.
10. Learn to say NO. If you are asked to do something and cannot see how it will help you meet your goals, don't do it. (Remember, it's okay to do things that you enjoy or that are fun, but keep them in balance.)
11. If someone stops by your room and you do not want to spend a lot of time, stand up rather than having the other person sit down. If you conduct your business standing up, you will be ready to move on.
12. Control interruptions. Close your door once in a while. Let your answering machine pick up your phone. After an hour or two, poke your head out for a break and call people back.
13. When you talk on the phone, keep the call short.
14. Nothing is worth doing perfectly. For the additional time that it takes, perfection may not be worth achieving. (Do however pay attention to detail)
15. Spend more time in planning. The time you spend planning how to do something may make it possible to spend less time doing it.
16. Ask the question "What is the best use of my time right now?"
17. Listen well. Make certain that you understand the directions. There is nothing more time wasting than doing something wrong so that it has to be done again.
18. Build your will power. Time management is self-control.
19. Wean yourself from TV. If you only watch two hours of TV a day, that is fourteen additional hours you have each week to accomplish your goals.
20. Enjoy what you are doing right now. If you decide to go out with friends, don't spend your time worrying about the studies you could be doing. Enjoy being with your friends.
21. Concentrate on one thing at a time. Decide what you are going to do right now and do only that.
22. Develop procedures for routine matters. If you're a secretary of a group, plan to write the minutes the morning following the meeting and then do it. If you have bills coming in throughout the month, decide that you'll pay them as they come or that you will pay them on the first of each month, then leave them alone in between time.
23. If you need to meet regularly with someone, schedule an appointment. There is nothing that is a time waster like trying to track someone down.
24. Don't be afraid to make mistakes. Remember that successful people have made more mistakes than average. To be successful means that you have to take some risks.
25. Break down tasks into 15-30 minute segments so that you can use the little time in your day.
Stress Levels

In which we interpret and react to events that make them stressful. That makes sense, doesn't it? It helps explain why one resident may be extremely excited about performing in the hall talent show while another gets terrified at the thought of it. We all have stress triggers and they are different for each person.

Some key issues that cause stress among students include:
- needing to hold down a job while going to school
- academic work
- family/friend issues
- financial concerns
- relationships
- time pressure
- acclimating to a new place
- parental divorce
- illness or death of a loved one
- noise
- competition

It's not always possible to tell from the outside what might be causing your residents stress. Talk with them to see what triggers their overwhelmed feelings.

Recognizing Stress

According to the Indiana University Health Center and Counseling Services at the University at Buffalo, stress manifests itself in a variety of ways, such as:
- irritability, anxiety, moodiness and fright
- insomnia
- headaches
- indigestion, diarrhea and vomiting
- trembling
- susceptibility to illness
- dryness of throat and mouth
- lowered self-esteem
- fear of failure
- impulsive actions
- stuttering and other speech troubles
- being easily startled
- crying for no apparent reason
- changes in sleeping patterns or appetite
- The onset of anxiety for no apparent reason (sometimes called "floating anxiety")
- an elevated heart rate + frequent urination
- becoming increasingly accident prone
- increased blood pressure pain in the neck and/or lower back
- decreased concentration/ increased forgetfulness
- being easily embarrassed
- increased use of drugs, alcohol and tobacco
Keep an eye out for these symptoms and encourage overwhelmed residents to seek help through the counseling center. You can talk with them to a certain point and then they need professional assistance.

**Good Stress?**
Before condemning stress outright, we need to understand that stress is only harmful when it is excessive, according to the University of Florida Counseling Center's web page. Much of the stress that we all experience is helpful and stimulating. The challenges of life tend to be stressful and an attempt to avoid stress completely would lead to a rather boring existence. The problem comes when you experience too much stress.

How do you feel about that statement? Is there such a thing as good stress? Think about your own for a moment. Has stress spurred you on to do something you might not otherwise have tried? Are there times when you're even proud to say, "I'm so stressed out!"?

RAs have a huge chunk of responsibility on their plates yet that doesn't mean you should be in a perpetual stress frenzy. If you or someone you know is stressed out much of the time, chances are things aren't going so well. Talk it out, get some help and encourage others to do the same. Learning to manage your stress now will help you be a healthier individual in the long run.
How to Manage Your Stress

When presenting workshops on stress management to college students, I always begin by asking participants to identify the stressors in their life. Responses vary but most always include, "classes", "finances", "parents", "significant other", "lack of time" and "work." Stress is a part of every college student's life. Learning how to deal with this stress is critical to your mental and physical well-being. So what can you do to deal with the stress in your life? There's no one magic answer. Rather, there are a number of things you can do. It's up to you to discover a stress management technique that works for you. Here are just a few methods of stress management you may wish to consider trying:

Focus on the Positive:

Before reading any further, try this. Take 20 seconds and make a mental list of all of the negative things that you were faced with in the past week. Finished? Now take another 20 seconds to make a mental list of all of the positive things that you were faced with in the past week.

Which list was easier to develop? Which items popped into your head most readily? If you're like many people, you probably had an easier time identifying the negative things. Why? We often fail to give the positive events in our lives as much attention as the negative events. When we focus more on the negative, rather than the positive we're likely to feel more stress. Making an effort to focus on the positive, rather than the negative, will lessen the level of stress that you may be experiencing.

Talk it Out:

Don't keep your problems and worries bottled up inside. Find someone who you trust to share these things with. Whether it's a fellow staff member, your supervisor, a relative, or a friend, talking things out will serve as a way to release some of the stress you may be feeling.

Take One Things at a Time:

When we're experiencing stress, we have a tendency to look at everything that we must accomplish as one huge, gigantic task. Rather than clumping everything together, try to break things down into smaller tasks. Focus on accomplishing the most important tasks first and then move on to the others. Don't forget that the stress and tension you are experiencing due to an overwhelming number of demands on your time is only temporary. This hectic time will pass and things will return to a more normal pace in the near future.
Make Time For Fun:

When we are very stressed, the amount of time we have to accomplish everything seems very limited. One of the first things that we eliminate is time for exercise, recreation and fun. "I was going to go to the fitness center to work out, but I just can't spare 30 minutes today." Sound familiar? Unfortunately, 30 minutes of exercise might have been just what you needed to relax and put things in perspective. Even during hectic, stressful times, be sure to schedule time for fun and recreation. Give these time commitments just as much priority as your academic and extracurricular commitments.

It may surprise you to learn that we need stress in our lives! Without stress life would be dull and unexciting. Stress adds flavor, challenge and opportunity to life. Our challenge is to learn how to cope with this stress so that we can lead healthy, productive lives. Be good to yourself!

By Kim Moistner-Bartlett
How are some people able to work so many different activities into their schedules while others barely seem to have the time to attend classes? Are they smarter? Doubtful. More organized? You are getting warm. Better at managing their time? Yep.

Time management is important to any student, but particularly to those involved in student organizations. Involvement in an extra-curricular group means that in addition to classes, meals, jobs, and socializing, another significant chunk of your time is automatically taken when it comes to scheduling your day. This handout will give some pointers on how to make you more efficiently manage one of your most precious resources time!

Note: Managing your time is a highly personal skill-only you know your peak work hours, you attention span, your eating and sleeping needs. This information will present general ideas for success and how these ideas might be applied. Whatever method works for you is the right one - so take your own self awareness into account.

The Big Three...
The three steps to efficient time management are:

- Organizing
- Prioritizing
- Scheduling

The main idea is to be flexible in your planning. Allow for the unexpected. The only sure thing in your schedule is that what you can be uncertain about what will happen.

Organizing
Ideally, you should make a list each morning of everything that you want or need to do for that day. At this stage do not plan out every minute. Don't even think about which jobs are the most important--just write down everything you can think of. Sometimes, it is good to list tasks or "things to do" every 5-7 days. This can help plan longer projects (i.e., more than one day) better. Besides that, you should realize that none of us is perfect. There are days when we can forget or just don't feel like doing some things. Giving yourself more than one day at a time gives you more flexibility (and more room for error!)

Prioritizing
The next step is to rewrite your list in order of priority, with the intention of doing higher priority tasks first and working your way down the list. You usually find that a lot of this is done for you if you keep in mind the due dates for the different projects you're working on. If the project is for class, you should also consider things such as how much of the final grade that particular project is worth (5% or 50%). How you prioritize is your own business. No one can tell you what is most important to you. Just be responsible with your priorities.
**HINT:** Don't overestimate your capabilities. Try not to leave projects for the last second. We've all done our share of all-night cramming, but in the long run it is usually the least effective way of getting work done. It will happen, but try to keep the heavy duty, late-night stuff to a minimum.

**Scheduling**
Now that you've got a prioritized list of everything that you need and want to do, you should look at your class-work schedule to fit your projects around what you already have scheduled in (the givens). Again, this is something good to do for a few days at a time rather than every day. Remember to let your schedule be **flexible**. Don't get overly ambitious--there's no need to plan out every minute of your day. Make a reasonable schedule that you can be sure to stick to. Be sure to leave room for breaks, socializing, and those little things that tend to pop up. Following these three steps will help you use your time more effectively, and a little more time is something we could all use!

A

Arrive a little early for every date or appointment.
Be enthusiastic in everything you do.
Complete every assigned task.
Do a little bit more than is required.
Express yourself after you know the facts.
Feel comfortable in every situation by acting yourself.
Go all out to please your friends.
Help your enemies.
Identify yourself by accomplishment rather than words.
Join in and help, when you are needed.
Keep your head; it may save your hide.
Listen with your ears, not your mouth.
Make do with what you have.
Never say never.
Open your heart to those less fortunate than you.
Please yourself by pleasing others.
Quickly respond to an emergency.
Remember the spirit of the holidays- especially in August.
Study, study, study to excel.
Take advantage of opportunity.
Use spare time intelligently.
Value your health.
Work at your work.
X-out any qualities that could lead to failure.
You are the most important asset.
Zeal - meet any challenge.
Time Management and Studying

When to Study:
Plan 2 hours study time for every hour you spend in class. Study difficult (boring) subjects first. Avoid scheduling marathon study sessions. Be aware of your best time of day. Use waiting time.

Where to Study:
Use a regular study area. Don’t get too comfortable (not your bed, a chair, etc.) Use the library, or study rooms.

Handling the Rest of the World:
Pay attention to your studies. Agree with your roommates about study time. Avoid noise distractions. Notice how others misuse their time. Learn to say NO. Hang a "do not disturb" sign on your door.

Things You Can Ask Yourself When You Get Stuck:
What is one task I can accomplish towards my goal? Am I beating myself up? Does this task require perfection? In what way did I waste my time? Would I pay myself for what I’m doing right now? Can I do just one more thing?

Exercise Part One
Using a blank weekly schedule, fill in as completely as you can EVERYTHING that occupies your time. Do not exaggerate any category – make an honest estimation and be realistic! Include any of the following:

Weekly Schedule Form
Total the hours you devote on your schedule to each of the above categories and write that total beside each category.
1) _______ Classes
2) _______ Employment
3) _______ Involvements (organization meetings, etc.)
4) _______ Studying
5) _______ Eating
6) _______ Planned fun activities
7) _______ Exercise
8) _______ TV shows that you never miss
9) _______ Times that you always do things with friends
10) _______ Sleeping
11) _______ Other

Total ALL of the categories together. Total = ____________

Subtract your total from 168 hours (the number of hours you have in a 7-day week).
How much time is unaccounted for in your schedule? ____________
Which categories have a too much time devoted to them?
Which categories do not have enough time devoted to them?
Exercise Part Two
Now that you have an idea of where your time goes, you will make an attempt at planning it more efficiently. Look at the schedule that you have just made and the hours that you devote to each activity. Look at your fixed times and those you will not budge on. Consider the Steps listed below and find areas of your daily routine that you might spend more efficiently. Write any thoughts or specific ideas that come to mind under each Step.
When you have done that use another weekly schedule form and make a new schedule that is more oriented to your time commitments and that allows you to use your time more efficiently. For example: if your floor always hangs out in the hall after dinner between 6 and 8pm to talk and goof around then that is not a time to schedule studying.

Step #1- Consider your FIXED time commitments. These are in flexible so you build your schedule around them. Fixed commitments are classes, eating, employment, involvements. Flexible commitments are sleeping (!), study, exercise, fun activities, TV etc.
Thoughts or Ideas:

Step #2- Consider your STUDY time commitments. Each class should be considered in terms of the time required to do the reading and paperwork unique to its requirements. Study as soon after class as possible. Use those hour blocks between classes to study. Such planning lets you check your class notes while the lecture is still clear in your mind and gets you started on assignments while directions are still clear to you.
Thoughts or Ideas:

Step #3- How can you utilize odd hours for studying? Those scattered one or two hour free periods between classes are easily wasted. Using them for studying will result in free time for recreational activities later on.
Thoughts or Ideas:

Step #4- Set a 2 hour time limit on studying any one course at any one time. After 2 hours of study you become tired and your concentration decreases. To keep up efficiency, take a break of at least 20 minutes and then switch to another subject.
Thoughts or Ideas:

Step #5- Select a regular time and place to study. Know what you will study, when and where saves you time in making decisions, finding study materials, and hunting a place to study.
Thoughts or Ideas:
Step#6- Check to make sure you have included the "FLEXIBLES" – sleeping, socializing, exercise, sleeping etc.

Thoughts or Ideas:

After completing a new schedule reevaluate your hours devoted to each area. How do they compare?

1) _______ Classes
2) _______ Employment
3) _______ Involvements (organization meetings, etc.)
4) _______ Studying
5) _______ Eating
6) _______ Planned fun activities
7) _______ Exercise
8) _______ TV shows that you never miss
9) _______ Times that you always do things with friends
10) _______ Sleeping
11) _______ Other

How to Change your Time Management Habits
Changing personal habits can be hard. Here are a few tips that can help you be more successful in changing your behavior.

1. Don’t try to change everything all at once. Don’t expect miracles of yourself. Choose one behavior to add to your repertoire or one behavior to change. Set a goal of how you plan to change.
2. Get someone else to help you. Tell your director or another RA what you plan to do and ask him or her to check with you each day to see that you have done it.
3. Don’t get down on yourself if you slip up. Just resolve to change back to your new behavior tomorrow.
4. Give yourself rewards for the changes you do make. Improvements in your time management are something only you are likely to see. Be certain to acknowledge how you have improved.
5. Remember that time management is a process, not a one time thing. No matter how well you are doing, there is always more you can do. Be proud of what you have done accomplished and set goals for additional things to do.