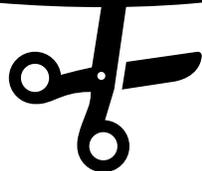


OHP PRESENTS

Building Time Management Skills



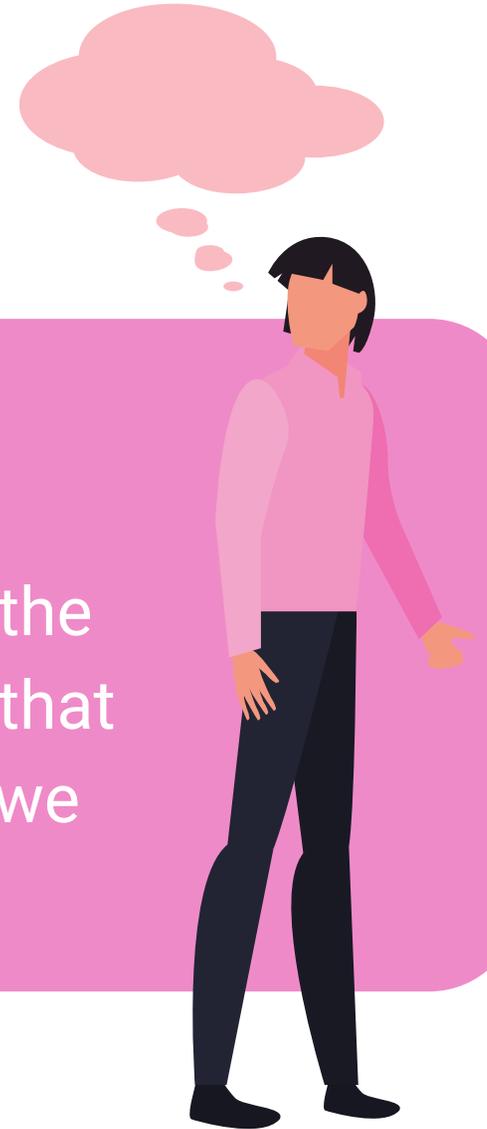
An illustration of a woman with long dark hair, wearing a white t-shirt and orange pants, standing on the left side of the slide. A yellow speech bubble is positioned above her head. To her left, a pair of yellow scissors is shown. The background is a large, rounded orange rectangle.

Time vs. Task Focus

It's hard to predict how long a task will take so when creating a schedule, think of your day in terms of time, not the tasks you have to do. Set your purpose to "I'll get the most out of this time."

Create a To-do List

Creating to-do lists dampens anxiety about the chaos of life; lists give us a structure, a plan that we can stick to; and lists are proof of what we have achieved that day, week or month.





Take Consistent Breaks

Even short breaks can help us perform at our best. Focusing our attention for too long can wear us out and result in a decline in performance.

Write Down Goals & an Action Plan

One study showed that **76%** of participants who wrote down their goals and an action plan successfully achieved them compared to **43%** of those with unwritten goals and action plans.



Why is time management important?

Improves job performance,
academic achievement, and
wellbeing

Ensures you have time for your
health and well-being needs, like
getting enough sleep and
remaining physically active



On Campus Resources



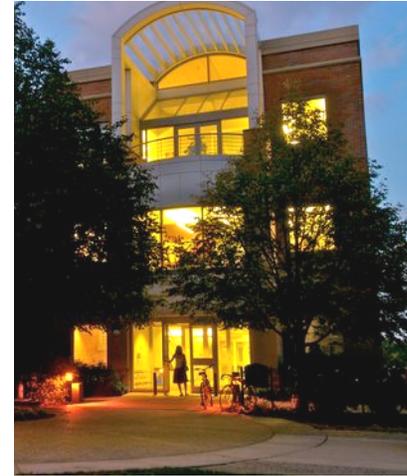


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Math Skills Center: CMC



Student Health and Counseling (SHAC)



Ground Davis



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2. Gardner , Sarah, and Dave Albee . “Study Focuses on Strategies for Achieving Goals, Resolutions.” Dominican Scholar, 2015, <https://scholar.dominican.edu/cgi/viewcontent.cgi?article=1265&context=news-releases>.
3. Häfner, Alexander, et al. “(PDF) Decreasing Students' Stress through Time Management Training: An Intervention Study.” ResearchGate, Mar. 2014, https://www.researchgate.net/publication/271923120_Decreasing_students'_stress_through_time_management_training_an_intervention_study.
4. Princeton University. “Principles of Effective Time Management for Balance, Well-Being, and Success.” The Trustees of Princeton University, 2021, <https://mcgraw.princeton.edu/effective-time-management>.
5. UC San Diego Health Promotion Services. Time Management, 2021, <https://healthpromotion.ucsd.edu/topics/time-management/index.html>.
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Layout



OHP PRESENTS

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On Campus Resources

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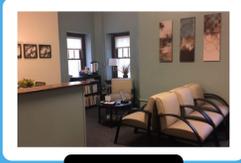


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