Time Management

Check your e-mail messages sporadically throughout the day. Nothing can alter your focus and pull you away from important tasks like checking e-mail messages as soon as they arrive in your inbox. Set aside one or multiple times during the day to check these and resist the urge to peek into your inbox every time you receive an e-mail.

Start your day by planning it. Going into your day with a schedule of what you’re hoping to accomplish can help you be more productive and enable you to utilize your time more efficiently.

Jot down important thoughts as they come to you. It’s a lot easier to reference them than to try and remember them when beginning a project.

Go with a routine you’re most comfortable with. Some people are successful multi-tasking, while others are more productive when they focus on just one assignment at a time. Changing your routine can take you off your game, so go with what works best for you.

Focus on complicated and difficult assignments when your mind is freshest. For some people, it’s early in the day. For those who aren’t morning persons, it might be later in the afternoon. Focusing on a project or assignment when your mind is not fresh not only wastes time, it can also result in insufficient work.

Find a quiet place. Not everyone has the ability to work through loud conversations, ringing phones and that jackhammer from the construction site across the street. If you’re having difficulty focusing on task at hand, find an empty room or work a few hours from a quiet coffee shop, park or other peaceful locales.

Learn to ignore the phone. Like e-mail, phone calls can take you completely off track from the project or assignment you’re working on.

Take time to recharge. Staring at your computer screen in a daze is not productive. Take breaks to refresh your mind, whether it’s going to grab a bite to eat, taking a quick stroll down the block, or some other activity that momentarily takes your mind off of your assignment.

Don’t let time get the best of you.

Prepared by Kathy Soltani, Professional Tutor and Academic Coach
Tutoring Services • Delaware County Community College • 610-359-5146 • tutoring@dccc.edu