



**SOUTH MOUNTAIN  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

**Student Governance &  
Inter Club Council  
Student Officers  
and Members  
Guide on  
Time  
Management**

For more resources visit the SMCC Student Life page at  
<https://www.southmountaincc.edu/current-students/student-life>

## **Time Management**

One of the most valuable skills you can have as a student leader is effective time management. The better you manage your time, the easier it is to achieve your goals. Everyone has the same 24 hours in a day, meaning, it is not about how much time you have, but how well you can manage it.

For example, without good time management, you may not set your alarm and not make it to class in time and so you can't take the notes you need in order to take and pass a comprehensive exam. Without time management you may not give yourself enough time to read chapters effectively review coursework, meet with club members, or professors which may result in poor grades, plagiarism, miscommunication with club members, or an unsuccessful event.

This is especially important for club officers and members, who are often working, taking care of family, or juggling other commitments. Effective time management not only helps with your learning but can also make you more productive at work and in your personal life. If you are serious about successfully completing your degree, it is crucial to find a good time management system to use.

Yes, there is enough time in the day to complete all the things you want to do – but it requires making conscious choices and prioritizing tasks.

### **Plan Ahead**

Your hectic schedule, combined with daily distractions, can easily get in the way of finishing tasks. The best student leaders know how to set aside time to focus. This includes having a consistent time to work, tuning out those distractions, and avoiding surfing the internet. Provide plenty of time to space out your required readings, assignments, and online discussions.

Consider purchasing a calendar, using Google Calendar, or an app to plan your daily and weekly assignments, highlighting due assignments to include drafts and final submissions. Other items to include in your calendar are activities related to your program, study group/tutorial sessions, on-campus networking events, and virtual or in-person office hours with professors, advisers, and mentors.

### **Don't (Ever) Multitask**

Avoid multitasking...which can actually decrease your productivity. Focus on one assignment at a time and zero in on the specific task at hand, whether that's studying for an exam, reading a textbook, emailing a professor, or participating in a club activity or meeting. Arrange your tasks in order of importance and pay attention to the three or four crucial tasks that require the most effort.

If you need help staying focused, then consider creating lists using a project management tool such as Smartsheet to help organize tasks. If you prefer a traditional to-do list, then look at digital notebooks like Evernote.

1. **To Do Lists** are one of the most effective ways to stay on track. Record all the things you need to accomplish then focus on completing one task at a time. Don't forget to reward yourself for a job well done once tasks have

been successfully completed!

2. **Prioritize Tasks** on your To-Do-List to ensure the most critical and time-sensitive ones are completed first.
3. **Eliminate Distractions** so your attention is devoted to the task at hand. You will finish tasks and move on to the next ones more quickly while paying more attention to details.
4. **Develop an Anti-Procrastination Plan** that stops you from putting off until tomorrow what you can accomplish today. Create a calendar with all your deadlines and due dates so you can see the big picture. Then create your daily To-Do-List from this. Break down large, daunting tasks into smaller ones that can quickly be achieved or delegated, before you know it, the larger task will be done!
5. **Set a Study Schedule** ...and stick to it! Set aside time each day for your studies and let your friends, family, and colleagues know when this is, so it goes uninterrupted. Allow enough time by following the general rule of thumb of 2 hours of study time for every one credit hour of class (if you are in a 3-credit course, then plan 6 hours of study time each week for the course. More study time may be needed depending on your familiarity with the subject matter and your own unique learning style.
6. **Get a Good Night's Sleep**- sleep is essential to rest your body and keep your mind fresh for the next day. Try to get seven to eight hours of rest a night. Pulling all-nighters is less productive than studying consistently. Include sleep in your schedule, and you can reap huge rewards.