Scheduling and managing time wisely are important for the student organization leader. If you miss important appointments and deadlines you will cause complications both to your organization and to your academic and personal life. This causes anxiety, frustration, guilt, and other nasty feelings.

**Time Management Tips**

1. List everything that you need to do today - then number each item in order of priority.
2. Distinguish between "urgent" and "important" items - and make time for the latter.
3. Don't just dream your goals - plan them. Write down the steps to each goal, and get started on step 1.
4. Make a quick decision on each piece of paper that crosses your desk: act on it, file it, or toss it. Prevent paper pile-ups!
5. Set a starting time as well as a deadline for all your projects.
6. Treat a big project like a pie: cut it up into slices!
7. Take 10 minutes a day to plan your day, and save up to an hour in execution!
8. When you're swamped with work, don't be afraid to say "no" to new projects.
9. If you run out of steam on one project, switch to another. A great revitalizer!
10. Trim the fat from your schedule: cut out low-payoff activities.

**The Most Important Hindrance to Time Management is Procrastination!!!**

*Procrastination = Negative Delay*

Tedious, difficult, or uninteresting tasks are usually those that we put off doing. Yet, it is these tasks that are essential to success in college.

Procrastination slows achievement of current goals, and restricts future opportunity as time is clogged up. The time spent before the job is not properly tackled and is usually wasted. Procrastination can come about in a number of ways. (On back)

**Paralysis by planning**

Here the planning process is drawn out to avoid confronting an issue. Plans are argued and polished and perfected, but implementation of the plans is delayed unnecessarily.

**Perfectionism**

Often tasks are fussied over long after they have been achieved to quite a sufficient level. This often serves to delay tackling other problems. Often perfectionism simply is not required, and is not cost effective to achieve.

**Boredom**

Boring jobs are very easy to delay for spurious reasons. Here self-discipline is needed.

**Hostility**

Where you are hostile to the task, or the person giving the task, there is a strong temptation to delay.

**The Deadline High**

Coming up against a tight deadline and meeting is immediately satisfying. It can be associated with strong rushes of adrenaline. The problems with this are that you may find that jobs are being delayed precisely to get this rush of adrenaline, and that occasionally jobs may fail because they are begun too late. The way to tackle procrastination is to set deadlines by which goals should be achieved. The way to avoid Deadline High procrastination is to set intermediary goals which must be achieved.

**Positive Delay**

Occasionally delay can be positive and useful. When you are tired, upset, or angry it can often be best not to tackle jobs that require sensitivity and clarity of thought. If you do not have the information or skills to do a job properly, it may be best to delay until you have acquired them. It is okay to delay if there is something more important to do than the job being delayed. Delay can also be useful in a situation where you feel threatened or are unhappy about the course of action needed to meet a crisis. By delaying in these cases you give time for more information to come to light to guide the choice, may see a different perspective that changes your view of the circumstances. Alternatively, random occurrences may give you a useful advantage, or may reduce the severity of a problem. These positive aspects of delay must not, however, be used as an excuse to avoid action that is obviously essential.

**So how do we get out of the habit?**

- Set acceptable standards, but avoid perfectionism
- Schedule the difficult, the important, and the unpleasant tasks first
- Set deadlines. “Go public” by announcing them.
- Handle a task just once. When you pick it up, dispose of it.
- Reward yourself after the job is finished!

**Now What?**

- Procrastinate procrastination!
- Plan for the unexpected.
- Learn to say NO!!
- Once you have found the extra time, enjoy it! Avoid over scheduling.