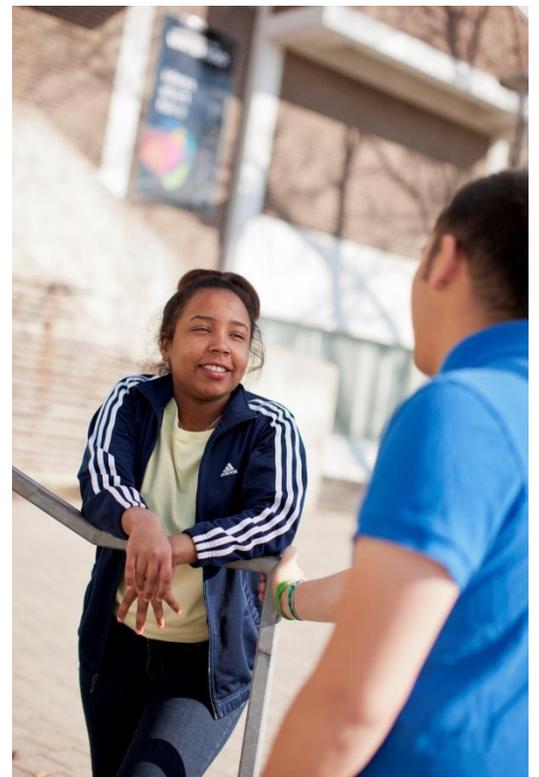


# Do You Sabotage Your Time?

Learning to manage your time wisely is one of the many challenges university students face. Unfortunately, positive time management habits can be difficult to incorporate into your daily routine. But here is the solution, learn from the ways others sabotage their own time management so it won't happen to you! When possible, try and avoid these seven traps!

1. **Giving up before starting?** Many have tried time management strategies and failed, so they assume the same results will occur.
2. **Jumping from no scheduling to heavy scheduling?** There are very few students that can make this leap successfully. It takes time to change your routine, take one step at a time.
3. **Giving up as soon as a schedule cannot be completely followed?** It is important to remember that life happens. Allow for the unexpected and make the appropriate adjustments. It is better to follow half the plan than none of the plan.
4. **Focus so much on failures that the successes are forgotten?** Setbacks are a part of growth, so focus on the successes and learn from the failures.
5. **Choosing high desirability/low priority items to do and ignoring the more important tasks?** Prioritizing is a huge part of successful time management. It is important not to put off the less desirable tasks, procrastination will start creeping in.
6. **Not getting support from others?** Everyone benefits from support. Find someone that can be that encouragement and accountability for you during your time at university. Let someone know what you plan on accomplishing today.
7. **Basing personal time management on other people's needs?** It is important to learn how to say "no" sometimes to your friends and social groups. Prioritizing academics at peak points in the semester is vital for your success.



Adapted from - Hirsch, Glenn. (2001). Helping College Students Succeed: A Model For Effective Intervention. Ann Arbor, MI: Sheridan Books.