



**ATTENTION PTA 100 STUDENTS**

## **Time Management Session**

*Discuss strategies to improve your time management skills.*

**Friday, January 22, 2016**

**10:00 am**

*(should last approximately 30 minutes)*

**In the HPTRL Lab**

*(Room 167)*

**Snacks  
will be  
provided!**

Presented by Brenna Young,  
Health Professions Navigator

Nothing is so fatiguing as the eternal  
hanging on of an uncompleted task.

*~William James*

As a college student, one of the most important thing to know how to do is manage your time wisely! There are many different techniques to use. The trick is to find the one that suits you the best. Though it does not matter which technique you use, it is imperative that you find a method and stick to it! Without a time management technique you do not have anything to keep you on track. Once you decide upon a technique that works for you, it is very important that you stick to it as closely as possible, so that it becomes a habit, and makes getting school work done a regular routine!

### Here are just a few techniques that work for people I know:

- 🕒 Print off ALL syllabi and keep them in a folder that you can easily access throughout the semester (preferably, keep it in your book bag).
- 🕒 Go through syllabi in the beginning of each semester and write ALL due dates on your calendar, or in a planner.
- 🕒 Make a to do list on sticky notes or a marker board that you will see every time you enter your room.
- 🕒 Complete as much work as possible as soon as you receive it.
- 🕒 Read all assignments during the appointed time, so that you do not become overwhelmed before a test.
- 🕒 Do your work all along to minimize test stress.
- 🕒 NEVER wait until the last minute!
- 🕒 Check your email multiple times a day for important schedule changes and updates.

<http://mis213fall2012.wikidot.com/wiki:time-management>

*It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.*

*The Disability Support Services Office (DSS) of Jefferson College is committed to the fulfillment of equal educational opportunities, autonomy and full inclusion for students with disabilities. Disability Support Services serves to determine and ensure appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy and to ensure compliance with the ADA, ADAAA and Section 504 of the Rehabilitation Act. Students in need of accommodations can contact Disability Support Services at (636) 481-3158; [ckueck@jeffco.edu](mailto:ckueck@jeffco.edu).*

*This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.*



*This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).*