

Time Management

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How to manage your time, that is the question. Does it ever seem like time has the ability to slow down while you're in a boring class at school, or speed up when a deadline is coming up and your paper is due tomorrow. Despite how realistic this change in speed may be, there are always twenty-four hours in a day, and seven days a week. So, why is there never enough time when we need it? Here are some tips to help get your time management under control.

First, no matter how hard it may be, we need to force ourselves not to procrastinate when we know that it will hurt us. We lose so many hours watching tv, eating (even though it is a necessity, an after-school snack can take almost an hour) video-games, lolling around the house and sleeping. I am definitely not the best example of this because no one procrastinates more than I do. For example, I had a rather large paper due in my English class the next day. I had already started and had a pretty good outline of what I was going to write. The problem was I just hadn't written it yet. I was just sitting down to my computer when my friend called and wanted me to go to a movie with her. The moment she asked, I started to rationalize how much time I had, and that I could get away with watching the movie and finishing my paper because it was only six o'clock in the evening. This is the classic story and it happens to almost everyone. Rationalizing was the first mistake I made because it doesn't get you anywhere, and you procrastinate until the final moment of crunch time. I got home from the movie around 9 o'clock that evening and immediately went to work on my paper. About an hour later I got hungry so I ate a snack. After another hour or so it was almost midnight and I was really tired. At that moment I started to count down the hours and told myself, "If I go to bed now for five or six hours, I can still get up on time, get ready and work on my paper for an hour. Long story short, I got my paper finished, but it was not my best work, and I stressed over it a lot. The point of my story is, if you procrastinate, you may still be able to pull through, but it will always be a gamble and you probably won't do your best.

Another tip for time management is to know what your responsibilities are, and when they are due. Keep a planner or use a calendar so you will write stuff down so you don't forget. Also if you know in advance what you need to do, you can plan time into your schedule so you can accomplish everything, and you're not as likely to procrastinate. This tip really works for me because I'm involved in so many different things, that it's hard to keep my schedule straight. I'm a member of at least five clubs, councils, organizations, etc. Not to mention homework, family, friends, church and work obligations. If I can plan out my days in advance, I become dependable because I am able to fulfill all my responsibilities.

Also, make sure you leave time for yourself to relax and have fun. If you're constantly on the go, you'll burn out pretty soon. Don't take on more than you can handle, because you'll die of a stress attack, I know, I've done it and it was not fun. If you know you're going to have a busy day, plan in advance and accomplish all you can the day before. Also, have fun doing what you do. What you love takes your time, and what takes your time you learn to love. If you're having fun, it's a lot easier to accomplish the task at hand.

These skills are hard to perfect and make into habits, but every little bit helps. I am far from managing my time perfectly, but I do try to make a plan and not to procrastinate so I can get everything done. When I do this, there always seems to be enough time, and it doesn't speed right past me. Time management is important, and I know we can all do it, it just takes practice

and self-discipline.