

Time Management Skills

Learning objective

- Articulate how time management differs from high school to college.
- Outline reasons and effects of procrastination, and provide strategies to overcome it.
- Describe ways to evaluate your own time management skills.
- Discuss the importance and the process of prioritization.
- Articulate the importance of goal setting and motivation.
- Detail strategies and specific tactics for managing your time.

Chapter Overview:

Introduction

1. The Benefits of Time Management
2. Time Management in College
3. Procrastination: The Enemy Within
4. How to Manage Time
5. Prioritization: Self-Management of What You Do and When You Do It
6. Goal Setting and Motivation
7. Enhanced Strategies for Time and
8. Identifying and Managing Stress

1. The Benefits of Time Management

“Poor time management can set into motion a series of events that can jeopardize a student’s success.”



Student Survey

How do you feel about your time management abilities?

Rate each statement on a scale of 1-4 (1 = least like me, 4 = most like me).

- 1. I regularly procrastinate completing tasks that don't interest me or seem challenging.*
- 2. I use specific time management strategies to complete tasks.*
- 3. I find it difficult to prioritize tasks because I am not sure what is really important.*
- 4. I am pleased with my ability to manage my time.*

Online: https://riceuniversity.co1.qualtrics.com/jfe/form/SV_ell4xFK63XZo61f

How Small Delays Become Big Problems

A distracted evening

→ assignment unfinished.

Morning study time
lost

→ unprepared for quiz.

Make Certain They
Are Your Goals

→ low scores in two classes.

Falling behind

→ stress and a domino
effect.

Academic & Financial Consequences

ACADEMIC IMPACT

- Lower grades
- Harder to catch up
- Higher risk of failing or withdrawing

FINANCIAL IMPACT (WASHINGTON POST, 2016)

Average Cost of an Additional Year of College:

- Tuition, textbooks, fees: \$15,774
- Loan interest: \$6,932
- Lost wages: \$46,335
- Lost retirement earnings: \$82,074
- Total ≈ \$151,115

Why It Matters

Even small delays can snowball into major setbacks.

Good time management protects academic, emotional, and financial well-being.

