



Issue 1

September 2017

# School of Family & Consumer Sciences



## LIFE Center Newsletter

**LIFE Center**  
**3015 Lumpkin Hall**

For FREE  
information and  
advice

Schedule an  
appointment by  
emailing  
[life@eiu.edu](mailto:life@eiu.edu)  
during the  
following times:

Mondays

2:00pm-4:00pm

Tuesdays

12:00pm-4:00pm

Thursdays

10:00am-12:00pm

Make sure to  
include the topic  
you'd like to  
discuss in the  
email!

### **New School Year...Same Procrastination?**

Welcome back to campus everyone! With a month of classes, clubs/RSOs, part-time jobs, and homework under our belts, it's probably safe to say everyone is feeling a little overwhelmed to say the least. I'm sure jumping right back into everything was an adjustment for most—including myself!

But you know what's a great way to feel less overwhelmed and more on top of it all? Time management. The ability to manage your time is essential to being successful, especially in college. So you might ask, what exactly is time management?

Time management is the ability to prioritize by effectively planning and allotting a set amount of time to specific activities in order to increase efficiency and productivity\*. I know for myself, the beginning of each semester is always a huge adjustment and it takes a few weeks to get into a new routine. You have a new course schedule, different workload, maybe a new job, or a new leadership role. It's important to not get overwhelmed and frustrated within the first week or two, but instead, take a few minutes to develop a PLAN, and set some weekly goals. For effective time management, create a schedule that includes times you're in class, or at your place of employment, as well as time allotted for homework and studying, and something that you enjoy doing.



## Remember: Re-Scheduling = Procrastination

Try these simple steps to kick procrastination to the curb this semester and be a pro at managing your time!

- ✓ Assess how you are spending your time NOW and write it down
  - Physically writing it down allows you to better see where changes need to be made
- ✓ What does your class schedule look like?—When do you have class? When are assignments due?
  - Buy a planner or use the calendar app on your phone and record the class times and assignment due dates. Seeing the due dates holds you more accountable!
- ✓ What do you need to do for work, class, extracurricular activities EACH WEEK?
  - Add it to the planner or calendar app
  - These activities are equally as important as your class assignments!
- ✓ Then prioritize your weekly tasks in order of importance—what is due first, what will take the most amount of time to complete, etc.
- ✓ Make sure to budget enough time for things you enjoy doing (exercising, reading, cooking, etc.)

Want to make a weekly schedule for yourself?  
Want to be on the fast track to success for the semester?  
Need help getting started?

**For a more personalized plan for FREE, schedule an appointment with me in 3015 Lumpkin Hall!**

\*Definition paraphrased from Dictionary.com



Literacy in  
Financial Education  
Center