

# **TWENTY TIME SAVERS!**

1. Set Priorities for Tasks—Most Important to Least Important
2. Fight **PROCRASTINATION!** If it is a Priority, Do It **NOW!**
3. Subdivide Large Tasks into Smaller Ones
4. Establish a Quiet Hour or Half Hour to Focus
  5. Find a Hideaway
6. Learn to say “**No**” to Avoid Overbooking Yourself
  7. Learn to Delegate when Working in Groups or with Committees
8. Accumulate Similar Tasks and Do Them Together
  9. Limit your Time **Checking E-mail**
10. Perfectionism Can’t Always be the Goal
11. Don’t Over-Schedule Yourself. Allow for Downtime and Unexpected Situations
  12. Set **Time Limits** for Tasks
  13. Concentrate on the Task at Hand
  14. Do Difficult Tasks First
15. Think and Plan the Task before Doing It
16. Do a Task Thoroughly before Moving On:  
**Do It Right the First Time!**
17. Use a Highly Visible **Wall Calendar** in addition to/instead of a Planner
18. Study Smarter, not Harder: **Study Groups, Tutors, etc.**
19. Use **Small Periods of Day Time** in between Classes
20. **Make an Appointment at the Center for Student Learning!**

--Adapted from The Augustine Club at Columbia University, 1996

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