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