

What motivates you to stay on schedule?

External Motivators

- *Imposed Deadlines*
- *Parents/Guardians*
- *Instructors*
- *Employers*
- *Roommates*
- *Money/Rewards*

Internal Motivators

- *Self-imposed Deadlines*
- *Self-Satisfaction*
- *Guilt*
- *Personal interest in topic*

Still having trouble? Set up an appointment for 1-on-1 coaching with our academic success coaches through MyPLAN!

**First-Year Experience
& Transition Programs**
Love Library South 127
Phone: (402) 472-1880
success.unl.edu

Check yourself:

What are three things you have been putting off?

- 1.
- 2.
- 3.

Why have you been putting them off?

There's got to be a reason for you to begin a project and motivation to complete it. The sooner you find it, the sooner you will complete your task!

Try an App!

Wunderlist—an app to help make lists and share them with classmates or group members!

Study Habits—app that organizes, give study tips, and much more!



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First-Year Experience & Transition Programs

From the FYE & TP Academic
Success Workshop Series:

Time Management



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Why Time Management?

- More work outside of class is required in college
- Developing it now can help in your future career

Did you know that it takes on average 66 days to create a habit?

Check off your habits and timewasters*:

- Netflix/TV
- Social Networks
- Naps
- Socializing
- Gaming
- Other

By knowing how you waste time, you increase your awareness and may be able to catch yourself in the act more quickly.

*Each of these can be used as a stress release rather than a timewaster if used in moderation.

Semester/Monthly Planning:

Use your UNL planner, a monthly calendar posted in your room, online tools such as Outlook, Google, or 30 Boxes to mark dates listed in your syllabi for your classes.

Weekly Planning:

1. Schedule fixed blocks of time (class, work, etc.)
2. Schedule flexible blocks of time
3. Leave some unscheduled time every day

Time	M/W/F	T/Th
8AM	Get Ready Eat	Get Ready Eat
9AM	Class Class	Study
10AM	Class Class	Class Class
11AM	Class Lunch	Class Lunch
12PM	Lunch Class	Lunch Class
1PM	Class Study	Class Class
2PM	Study	Lab
3PM	Study	Lab
4PM	Study	Lab
5PM	Dinner	Study
6PM	Study	Study
7PM	Study	Study
8PM	Free Time	Free Time

Remember:

- Time is an equal opportunity commodity.
- No one gets anymore or any less.
- It is up to us to get the most out of the time we are given.

Daily Planning:

Try making a prioritized to-do list each day with items marked with an "A" for most important, "B" for moderately important, or "C" for least important, and assign a time when you will do the "A" items:

To-do:

Pay phone bill—A 10:30

Read Soc Chapter 3—B

Do online Math homework—A 3:00

Go to class—A 9:30; 11:30; 12:30

Do laundry—B

Think of English essay topic—C