



Jazz musician and composer Duke Ellington, "Without a deadline, I can't finish nothing'."

#### Controlling your Time:

1. Change time habits and make up for, what could be, lost time. Take books and notes with you in case you have to wait in line, at the doctor or bank. Think of paper topics, problems when brushing teeth or eating.
2. Listen to your body and circadian rhythms-best time to do active tasks and best time to, for example, do reading. If you have something else on your mind write it down to come back to it or just to get your mind off of it.
3. Set up a schedule; the schedule can be task based (goal oriented), like a to- do list. Schedules can also be assignment based or time based with chunks of time reserved for a specific task. Always prioritize tasks.
4. The big picture-What do you want to save time for?

#### Setting Goals:

1. Brainstorm-Write down goals that immediately come to mind without thinking too much
2. Plan-List of steps it will take to achieve this goal (s)
3. Strengths-List strengths that you will use to achieve this goal
4. Weaknesses-List obstacles you might have to overcome to reach this goal

# ACADEMIC ADVANCEMENT CENTER/STUDENT SUPPORT SERVICES

## COLORADO STATE UNIVERSITY

### WEEKLY SCHEDULE

|          | SUN | MON | TUES | WED | THURS | FRI | SAT |
|----------|-----|-----|------|-----|-------|-----|-----|
| 6:00 AM  |     |     |      |     |       |     |     |
| 7:00 AM  |     |     |      |     |       |     |     |
| 8:00 AM  |     |     |      |     |       |     |     |
| 9:00 AM  |     |     |      |     |       |     |     |
| 10:00 AM |     |     |      |     |       |     |     |
| 11:00 AM |     |     |      |     |       |     |     |
| 12:00 PM |     |     |      |     |       |     |     |
| 1:00 PM  |     |     |      |     |       |     |     |
| 2:00 PM  |     |     |      |     |       |     |     |
| 3:00 PM  |     |     |      |     |       |     |     |
| 4:00 PM  |     |     |      |     |       |     |     |
| 5:00 PM  |     |     |      |     |       |     |     |
| 6:00 PM  |     |     |      |     |       |     |     |
| 7:00 PM  |     |     |      |     |       |     |     |
| 8:00 PM  |     |     |      |     |       |     |     |
| 9:00 PM  |     |     |      |     |       |     |     |
| 10:00 PM |     |     |      |     |       |     |     |
| 11:00 PM |     |     |      |     |       |     |     |
| 12:00 PM |     |     |      |     |       |     |     |
| 1:00 AM  |     |     |      |     |       |     |     |