

# GRADUATE STUDENT TIME MANAGEMENT: HOW TO SET AND REACH ACHIEVABLE GOALS

PLAN Workshop

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# Questions to Consider:

1. What are my personal views on time? How conscious am I of time passing? Do I wear a watch? How important is time in my life?
2. How have my views on time been influenced by my family, culture, lifestyle, gender, age, and other factors?
3. Am I punctual or am I a procrastinator? Can I concentrate or am I easily distracted? Do I try to control time, or does it seem to control me?
4. Do I complete my assignments early, on time, or late?
5. How much time do I spend on social activities? How important are these uses of time to me?
6. How is my use of time affecting my stress level? How is my anxiety about not getting work done on time affecting my performance?



**Why Are You  
Interested in  
Time  
Management?**



# Recognizing Your Obstacles





of innovation comes from  
like things work, boxes don't

# Behaviors of Perfectionism

Trying to Change  
Others

Excessive  
Checking

Repeating

“Can’t  
Quit”

Reassurance Seeking

Difficulty  
Making  
Decisions

Correcting

Slow

Excessive  
Organizing/ List  
Making

Failure to  
Delegate

Procrastination

Avoidance

Overcompensating

Give up to Soon



# What's In Your Toolbox?





**Assess**

# Prioritize



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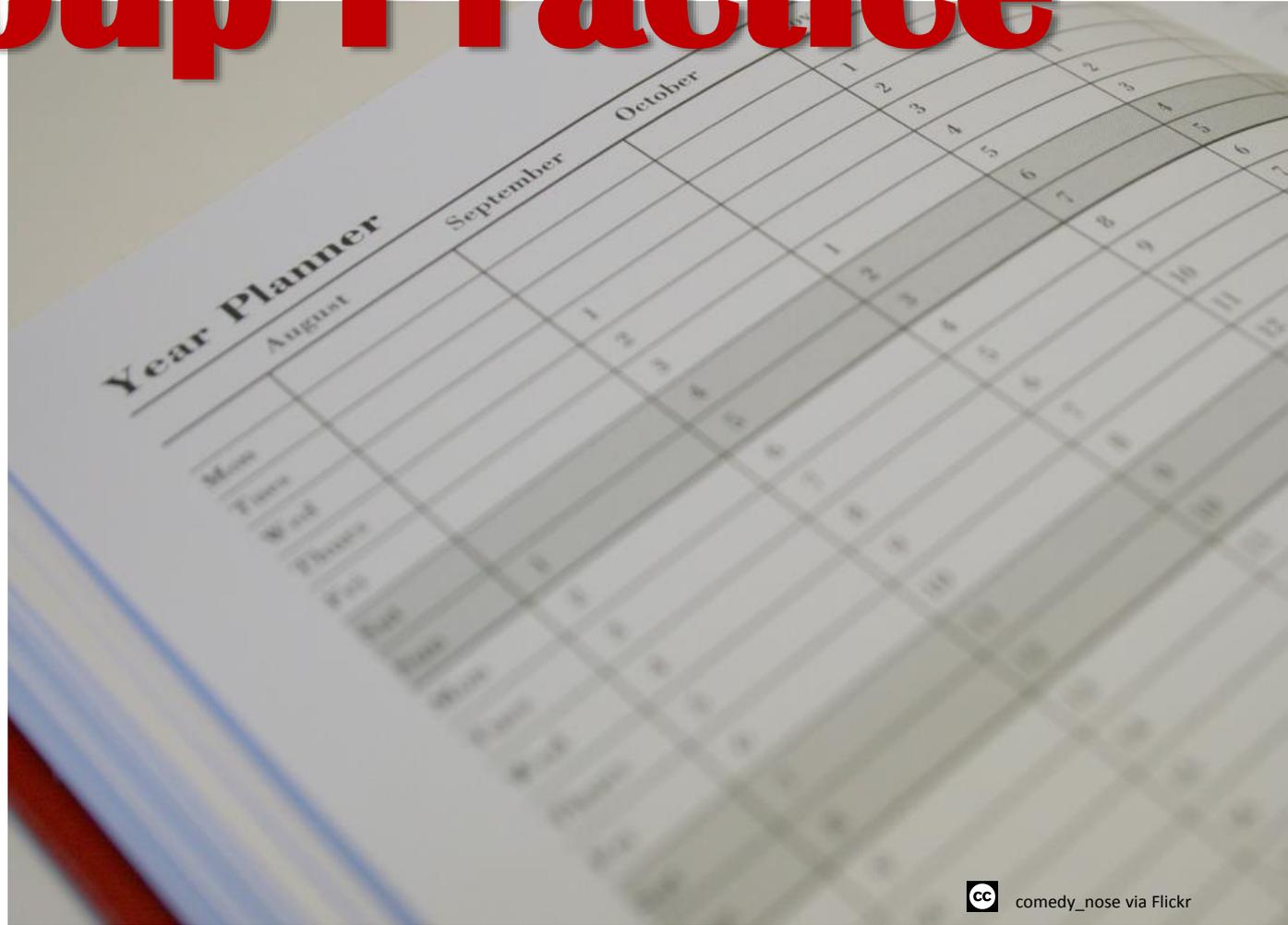


# Step By Step

1. In your calendar, write down all priority (personal) dates
2. List goals
3. Prioritize goals
4. Remove those for which you won't have time
5. Break down goals into mini-goals/tasks
6. Identify final deadline for highest priority goal and put in calendar
7. Working backwards from the final deadline for that goal, assign deadlines for mini-goals/tasks
8. Put in calendar
9. Identify final deadline for next highest priority goal
10. Repeat steps 6-8 until all priority goals have been assigned

**Also make sure to include: personal time, time for family, holidays, anything else that YOU need to include to make a priority (exercise, sleeping, eating, etc.)**

# Group Practice



# Troubleshooting

1. What was the easiest part of the task?
2. What challenges did you have with this task?
3. What did you learn from the task?
4. What points are still unclear?





# Organize





# **Questions?**

## **Thanks!**

**Feel free to contact me:**

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