

## Methods of Using Time Efficiently

- **Having a particular goal:** Having a particular goal may help you to use time efficiently. During goal-setting, it is necessary to decide what should be done and to list them in order of importance.
- **Preparing a long-term calendar of things to be done:** In the direction of the goals, it is necessary to determine the dates of the things to be done. In this way, the goals can be achieved more easily.
- **Weekly Planning:** After setting the goals and preparing the long-term calendar, the most effective method of achieving your goals is to make a weekly plan.

## Important points when preparing a long-term calendar and a weekly plan

**Flexibility:** When planning time, it is important to bear in mind that sometimes things do not go as previously planned and you can encounter some unexpected situations.

**Rewarding:** When planning time, you should be careful about leaving time both for the compulsory and leisure activities.

**Continuous evaluation:** Evaluating in particular time periods how many of the plans worked out and how many of them didn't, and what delayed them, will help you in time planning.

**If you think that you have troubles in planning your time, visit EMU-PDRAM for some support and useful tips!**

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# Time Management



## HOW CAN I USE MY TIME MORE EFFICIENTLY?

Everybody possesses the same amount of time everyday. Time is a unique source which cannot be saved and which cannot be started or stopped. Furthermore, nothing can make up for the time which has passed. Time is irreversible.

### The importance of time for a university student

University life brings about a kind of freedom, new responsibilities and new experiences. One of the crucial factors in being successful in the academic and social life is learning how to use time efficiently.

### Using time efficiently

Using time efficiently means planning towards one's aims, responsibilities, habits and social life cohesively. Inability to use time efficiently may cause feelings of failure, stress, and anger.



## Obstacles to using time efficiently

Learning how to use one's time efficiently is a process which requires the decisiveness of the individual since some obstacles may emerge during this process. These obstacles may include:



- **Perfectionism:**  
Setting a goal of being a perfect time planner may result in a feeling of disappointment and in turn, may result in giving up the process completely. Therefore, it is important to be flexible and to be aware of possible obstacles when setting your goals.
- **Inability to say “no”:**  
Sometimes, it is necessary to say ‘no’ to people around you in order to be able to use your time efficiently. Most of the plans are delayed because people sometimes cannot say ‘no’ to other people’s wishes.
- **Lack of self-confidence and presence of anxiety:**  
Sometimes, individuals have doubts about their performances or the sufficiency of their achievements. These anxieties may turn into obstacles to the time managing process.



- **Delaying/postponement:**  
One of the biggest obstacles to time managing and success is the act of delaying. Every action that is delayed in turn causes the delay of another action.