

# Getting through Graduate School with Effective Time Management

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## TOP Ten Tips for Winning Back Your Time

1. Watch less TV.
2. Cruise the Internet less.
3. Nobody likes filing, but it's essential to staying in control.
4. Leave work on time – get used to accomplishing things during a normal workday.
5. Buy a device that you can *easily master* if you believe it will make you more efficient.
6. Get into the habit of doing one thing at a time.
7. Get a solid night's sleep (9 hours for college students, 8 for over 25 y.o.) at least 5 times a week.
8. Throw things out – get rid of newspapers, magazines, reports that offer little to your life and career.
9. Set aside several hours each week to take in no new information (think weekend!)
10. During this workshop, pick some changes to make. Incorporate each one slowly and thoroughly. Then move to your next change.

## Five Mistakes People Make With Their Time

1. Spend time on concerns that are not chosen priorities.
2. Underestimate the time that tasks or activities will actually consume.
3. Allowing too many interruptions.
4. Saying “yes” too frequently to requests for their time.
5. Not getting help.

**Time Speeds up when:**

- You take in more information than you can absorb
- You work in front of a clock to meet an unrealistic time-frame
- You jam-pack your calendar with activities and appointments

**Time Slows down when:**

- You close your eyes for one full minute and imagine a pleasant scene
- You delete three non-essential items from your to-do list without doing them
- You clear your desk of everything except the primary task