



TIME MANAGEMENT SUPPORT GROUP

Week 1: Sept 27th, 2021

WE ALL HAVE 168 HOURS IN WEEK!

sleep, class time, studying, work, eating, exercising, traveling/commute, getting ready/grooming, chores/errands, spiritual activities, socializing, social media/texting/email, etc.

College students spend on average 27 hours per week on social media, texting and video gaming

COVEY TIME MANAGEMENT MATRIX (EXAMPLE)

	Urgent	Not Urgent
Important	<p>1. Necessity <i>Key Action: Manage</i></p> <ul style="list-style-type: none">• Exam tomorrow• Rent due tomorrow• Some emails/meetings• Emergencies	<p>2. Quality Time <i>Key Action: Focus</i></p> <ul style="list-style-type: none">• Writing thesis• Writing semester paper• Applying for grant• Planning/goal-setting
Not Important	<p>3. Deception <i>Key Action: Caution</i></p> <ul style="list-style-type: none">• Interruptions• Some emails, meetings, phone calls• Others requesting favors	<p>4. Waste <i>Key Action: Avoid</i></p> <ul style="list-style-type: none">• Time wasters• Social media• Excessive TV

LONG-TERM GOAL PLANNING (EXAMPLE)

Not Urgent

Important

2. Quality Time
Key Action: Focus

- Writing thesis
- Writing semester paper
- Applying for grant
- Planning/goal-setting



Task	Deadline <small>(estimated)</small>
Choose paper topic	By Feb. 1
Collect books and other resources	By Feb. 15
Finish paper outline	By Feb. 25
Complete draft	By April 1
Share draft with friends	By April 15
Make final edits	April 22-25
Paper due	April 26

Covey Time Management Matrix (Blank Template)

<u>IMPORTANT & URGENT</u>	<u>IMPORTANT & NOT URGENT</u>
<u>NOT IMPORTANT & URGENT</u>	<u>NOT IMPORTANT & NOT URGENT</u>