

TIME MANAGEMENT SUPPORT GROUP

Week 1: Sept 27<sup>th</sup>, 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 (FYAMPIF)

#### Urgent

#### **Not Urgent**

# Important

#### 1. Necessity

Key Action: Manage

- Exam tomorrow
- · Rent due tomorrow
- Some emails/meetings
- Emergencies

#### 2. Quality Time

Key Action: Focus

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

# Not Important

#### 3. Deception

Key Action: Caution

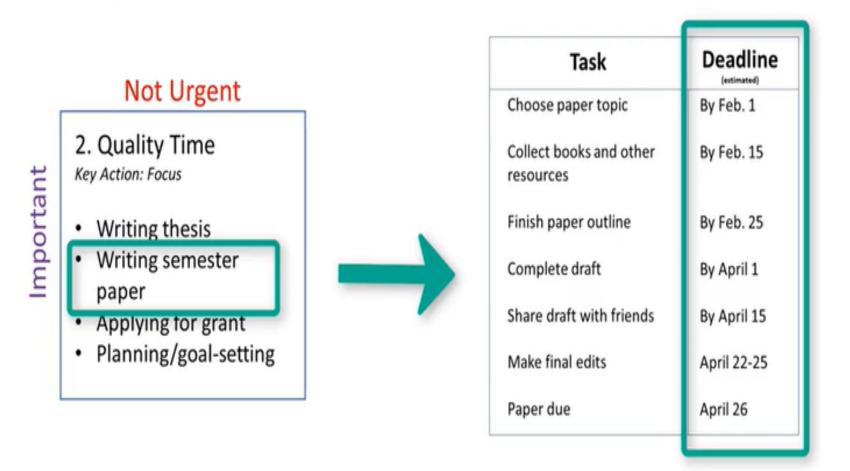
- Interruptions
- Some emails, meetings, phone calls
- Others requesting favors

#### 4. Waste

Key Action: Avoid

- Time wasters
- Social media
- Excessive TV

## LONG-TERM GOAL PLANNING (EXAMPLE)



## Covey Time Management Matrix (Blank Template)

IMPORTANT & URGENT	IMPORTANT & NOT URGENT
NOT IMPORTANT & URGENT	NOT IMPORTANT & NOT URGENT