

TIME MANAGEMENT

Adapted from Becoming a Master Student Book

The idea of time management can call fourth images of restriction and control. You might visualize a prune-faced Scrooge hunched over your shoulder, stopwatch in hand, telling you what to do every minute. In truth however, time management is a blessing.

Time is an unusual commodity that cannot be saved. You can't stock pile time like wood for your stove or food for winter. Time is a commodity that can't be seen, touched, felt, tasted, or smelled. You can't sense it directly. Even brilliant scientists and philosophers aren't sure how to describe it.

Because time is so elusive, it is an easy commodity to ignore. That doesn't bother time at all. Time is perfectly content to remain hidden until you are nearly out of it. And when you are out of it, you are out of it!

Time is a resource that you cannot renew. If you are out of wood, you can chop some more. If you are out of money, you can earn a little extra. If you are out of love, there is still hope. If you are out of health, sometime it can be restored. But when you are out of time, that's it. When this minute is gone, it is gone.

Time is an equal opportunity resource. All people, regardless of race, creed, color, or national origin have exactly the same number of hours in a week. No matter how important you are, how rich or poor, you get 168 hours to spend each week (no more, no less).

Time is an unpredictable commodity. There will come a week when you'll have fewer than 168 hours to spend, and you never know which week that will be. Time seems to be used up at varying speeds. Sometimes it's slow and sometime it's faster than a speeding bullet. On Friday afternoons, classroom clocks can creep. After a hard day

at work, the last few pages of an economics assignment can turn minutes into hours.

A year in school can stretch out to an eternity. At the other end of the time spectrum, time flies. These are magic times when we are so absorbed by what we're doing that hours disappear in minutes. You can manage this commodity so you don't waste it or feel regretful about it.

Approach time as if you are in control-even though it often seems as if you are not. Sure, sometimes it seems that a spouse controls your time; your boss controls your time; your teachers or your parents or your kids or somebody else controls your time. Maybe that is true, maybe it isn't. When you say you don't have time, you may really be saying that you are not spending time you do have in the way you want.

Time management gives you a chance to spend your most valuable resource the way you want.

