

The cure to procrastination or at least a helpful way to ease your stress

I think we can all agree that there are several skills that you develop throughout your college years that and one of those skills is hopefully *time management*. Time management is one trait that many people will never master but the ones that do are the ones you see getting more done and don't have bags under their eyes or as many stress lines on their faces (maybe).

With help from some of our scholars and Spring finals in full swing, I thought it would be appropriate to share few methods you can use to ease your stress.

1. Get Old School and Write it Down



If you could see my desk on any day of the week, you would see multiple journals and planners full of notes, schedules and to-do lists. I have no idea what it is but the act of writing things down help me retain more information. And I will be honest, in college I did not write things down until my senior year. During my first three years in college, I wrote everything in my phone and forgot about 10 minutes later. Yes, this is a classic "If I knew then what I know now" moment. Now my notebooks contain everything from my

meeting schedules, to things I don't want to forget, to random thoughts I have while driving in my car.

2. Keep Organized

The second step to the "writing things down" process is to keep organized. I've made it a habit to review my calendar at the beginning and end of each of my days. I hate to admit it but though it started out feeling like a burden it has now transformed into a comfort. I feel prepared, organized and it allows me to focus on each thing I need to complete and not get side tracked. It also helps me to prioritize my weeks. If something must get done it gets a star next to it. And oddly enough, I get satisfaction from marking things out when they are done. So ultimately, I may have just found the cure to procrastination ...maybe not.

3. Be Flexible

To piggy back off the first piece advice, don't get so glued to your schedule that you get rattled when things change. Let's face it, life is constantly moving and shifting so beside all my scheduled "to do's" you will also see arrows and dates/times marked out and edited. Because being a good time manager is not only about keeping a schedule straight but it's also being able to adapt to the world around you.

Time management is key to helping you master everyday life and leads to success in other major skills that you will need for the rest of your life. Procrastination, stress management, organization and others are all things that directly coincide with ones ability to manage their time effectively. Ultimately, it is up to you to figure out what works best in your life to manage your schedule and make your goals happen. Feel free to explore and use the old fashioned, trial and error method. Let us know what you come up with!



