

Managing Time

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We all feel like we are running out of it: time. What is it? Where did it come from? Who created it? These are questions that we as humans may never fully understand, but what we can do is learn how to manage it.

There are 365 days in a year, 24 hours a day and yet I still feel like I am constantly running out of time. Although, I will admit, I am not the best at managing my free time, especially this semester. Heck, most days I don't even know what day it is.

This semester has been so chaotic for me that whenever I have even a minute where I don't have to get an assignment for school or work done at that moment, all I want to do is rest or watch TV. And while doing this occasionally is fine and healthy, I know there are better things I should be doing with my time.

I am sure I am not the only one who feels like they are not using their time the most efficiently, so here is some advice for those who feel like they need to better manage their time—and don't worry, I will be working on taking my own advice as well.

Keeping a Journal/Calendar

The first step to better managing your time, and something that I already do and have started doing more extensively, is keeping a journal or a calendar with all your tasks. The two apps that I use the most are *Google Calendar* and an app on my laptop called *Smart Tasks*.

Google Calendar allows me to actually keep track of a schedule and the time I use—I even have started using it to block out time for chores and getting food. My calendar is a huge step in helping me manage my time and actually stay on top of all of my tasks.

Prioritizing Tasks

This is connected to keeping a journal or a calendar, but prioritizing tasks is going to help a lot when it comes to managing time. I use the app *Smart Tasks* on my Macbook to list out my tasks by the day they are due, and I can even color code them to match the class they are for. This app has helped me a lot on a day to day basis, but I will admit there are still some personal struggles when it comes to bigger tasks like essays or projects.

Taking a list of tasks and prioritizing them by when they are due has helped me a lot. It ensures that I get my assignments done in a timely manner. Also, having a list of all my tasks just makes it easier for me to not forget smaller tasks.

Leaving Time for Fun

As important as it is to get your work done, it is equally important to leave time for rest and fun, otherwise you will quickly get burned out.

It is important to make sure you are getting enough sleep, drinking plenty of water and not skipping meals. By doing this, it ensures that you have enough energy to get through the day.

It is also important to make sure that you leave room for fun. Of course you should prioritize that 15 page essay that is due at the end of the week, but also remember to take breaks. Know that it is okay to take time for yourself.

Ways to Use Your Free Time

Like I said earlier, something I have struggled with when it comes to free time is all I want to do is sleep or lay around and watch TV. While doing this occasionally is okay, I know there are better things for me to do, so here are some ideas, for both me and you, of things to do when you have free time.

1. Go for a walk

2. Read a chapter or two of a book
3. Do some arts and crafts
4. Take a shower
5. Clean / Do Laundry
6. Go to a coffee shop
7. Take a drive / Go somewhere off campus

Managing time can be difficult, especially if you are busy like me. Just remember that the most important thing is to prioritize your tasks and make sure you are taking care of yourself.