

# Not enough time in your day?

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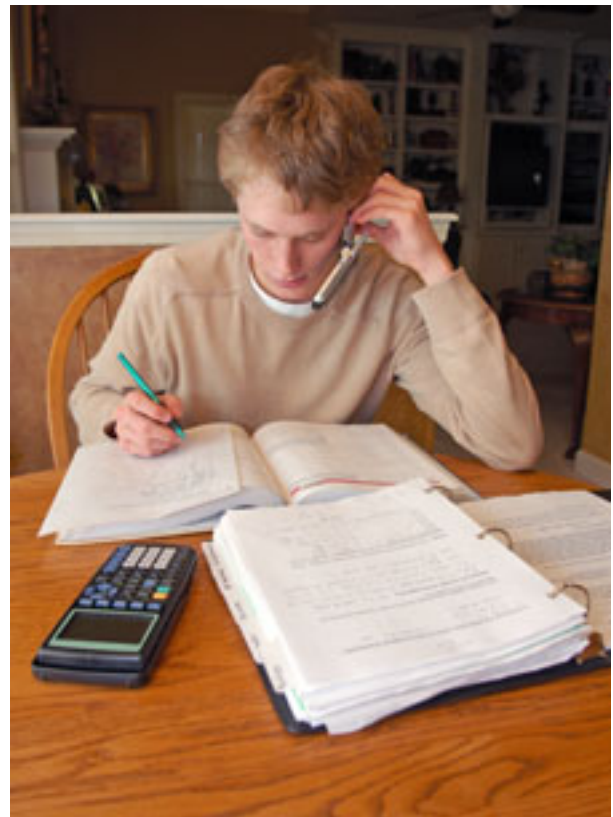
Have you thought about how you're going to manage your time yet this year? No? Obviously, the panic of midterms on top of term papers on top of relationship crisis hasn't hit yet!

Generally speaking, it usually takes until mid-October before most students start losing their minds from stress. Want to learn some techniques for balancing your time to effectively reduce the amount of stress in your life? There are several things you can do to keep yourself organized and on top of assignments, exams, and papers, not to mention your very busy social life! Here are a few tips for surviving the academic year with your sanity intact -- Start using them now, and your chances of successfully balancing your time throughout the year will be much improved!

Use a daytimer to keep track of your life. Write down everything you don't want to risk forgetting, from assignments to important deadlines to social events. And remember to take your daytimer with you every day, so you can check it before you commit to anything.

Write out a "To Do" list - every day, and especially during really busy periods. This will help you focus on the tasks at hand. Also, give everything a priority and be selective. Ask yourself what will happen if you don't do something, and if the answer is "nothing", don't do it!!

Learn to take power naps when you need them -- even 20 minutes can be enough time to allow you to recharge. As a suggestion, though, if you're going to grab a few winks in a public place like maybe SUB or CAB, or the couches in the



library, try not to drool! It's really revolting to watch someone wake up and wipe the saliva from whatever they've been lying on!

Use all your time to the fullest -- study on the bus or between classes. Small chunks of time can add up to big chunks if you make use of them, and may give you some time later to relax for longer periods. Focus on one thing at a time.

Take some time for yourself everyday. People who don't take time for themselves generally burn out a lot faster, whereas people who do take time for themselves are generally a lot more

productive! It pays to be selfish sometimes and just do nothing for awhile. Try taking a walk in the evening, or listen to your favorite music, or read your favorite book or whatever it is you like to do to let go of your day and relax.

Also, avoid over-committing yourself by learning to say “No” when you’ve already got too much on your plate. It’s better to risk disappointing someone now than with a last minute cancellation or no-show.

Finally, know when your peak times are throughout the day and do your highest priority, most energy-requiring tasks at these times. Plan for some breaks to rejuvenate during your lower-energy times.

Taking control of your time and practicing techniques for managing it well can and will put more time into your day. By starting to use time management now, you may be able to avoid academic or personal disaster in the busy months to come.

For more information on avoiding unplanned pregnancy, managing stress, and generally staying healthy and productive as a student, visit the Student Health Resource Centre, 2-300 SUB, or surf over to [www.ualberta.ca/HealthInfo](http://www.ualberta.ca/HealthInfo)