

[See this page in the course material.](#)

Learning Objectives

- Describe time management concerns in college and identify effective steps for proper time management
- Compare time management styles and identify tips for success for each of the four time-management personality types

Three Steps to Good Time Management



There are three important steps in learning to effectively manage your time:

1. Identify your time management style
2. Create a schedule
3. Get better at prioritizing

In the following sections, we'll examine these steps in detail.

Step 1: Identify Your Time Management Style

Click into the activity below and answer the questions to identify whether your time management

style more closely aligns with the early bird, the pressure cooker, the balancing act, or the improviser.



[See this interactive in the course material.](#)

[Read a text-only version of the activity here.](#)

Assessing Your Responses

Which of the four basic time-management personality types did you select the most? Which did you select the least? Do you feel like these selections match the student you have been in the past? Has your previous way of doing things worked for you, or do you think it's time for a change? Remember, we can all always improve!

Learn more below about your tendencies. Review traits, strengths, challenges, and tips for success for each of the four time-management personality types.

The Early Bird

- **Traits:** You like to make checklists and feel great satisfaction when you can cross something off of your to-do list. When it comes to assignments, *you want to get started as soon as possible* (and maybe start brainstorming before that), because it lets you stay in control.
- **Strengths:** You know what you want and are driven to figure out how to achieve it. Motivation is never really a problem for you.
- **Challenges:** Sometimes you can get more caught up in getting things done as quickly as possible and don't give yourself enough time to really mull over issues in all of their complexity.
- **Tips for Success:** You're extremely organized and on top of your schoolwork, so make sure you take time to really enjoy learning in your classes. Remember, school isn't all deadlines and checkboxes—you also have the opportunity to think about big-picture intellectual problems that don't necessarily have clear answers.

The Balancing Act

- **Traits:** You're naturally gifted with keeping things balanced. Maybe it's a skill that you have developed over time; in any case, you should have the basic organizational skills to succeed in any class, as long as you keep your balance.
- **Strengths:** Your strength really lies in your ability to be well-rounded. You may not always complete assignments perfectly every time, but you are remarkably consistent and usually manage to do very well in classes.
- **Challenges:** Because you're so consistent, sometimes you can get in a bit of a rut and begin to coast in class, rather than really challenging yourself.
- **Tips for Success:** Instead of simply doing what works, use each class as an opportunity for growth by engaging thoughtfully with the material and constantly pushing the boundaries of your own expectations for yourself.

The Pressure Cooker

- **Traits:** You always get things done and almost always at the last minute.
- **Strengths:** You work well under pressure, and when you do finally sit down to accomplish a task, you can sit and work for hours. In these times, you can be extremely focused and shut out the rest of the world in order to complete what's needed.
- **Challenges:** You sometimes use your ability to work under pressure as an excuse to procrastinate. Sure, you can really focus when the deadline is tomorrow, but is it really the best work you could produce if you had a couple of days of cushion?
- **Tips for Success:** Give yourself small, achievable deadlines, and stick to them. Make sure they are goals that you really could (and would) achieve in a day. Then don't allow yourself to make excuses. You'll find that it's actually a lot more enjoyable to not be stressed out when completing schoolwork. Who would have known?

The Improviser

- **Traits:** You frequently wait until the last minute to do assignments, but it's because you've been able to get away with this habit in many classes.
- **Strengths:** You think quickly on your feet, and while this is a true strength, it also can be a crutch that prevents you from being really successful in a class.
- **Challenges:** As the saying goes, old habits die hard. If you find that you lack a foundation of discipline and personal accountability, it can be difficult to change, especially when the course material becomes challenging or you find yourself struggling to keep up with the pace of the class.
- **Tips for Success:** The good news is you can turn this around! Make a plan to organize your time and materials in a reasonable way, and really stick with it. Also, don't be afraid to ask your instructor for help, but be sure to do it before, rather than after, you fall behind.

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