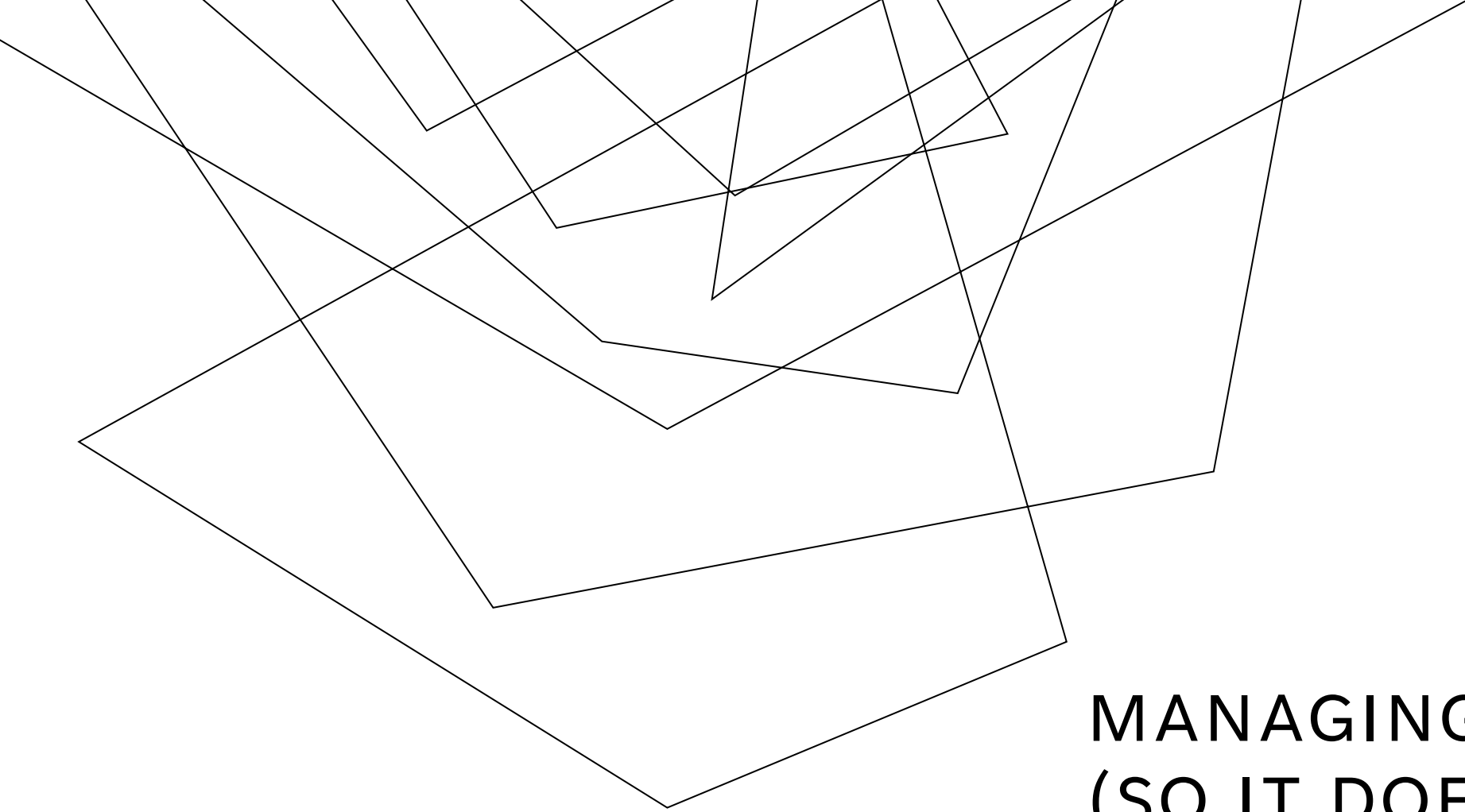


Abstract geometric lines in black on a white background, forming various overlapping polygons and shapes, primarily concentrated in the upper left and center of the slide.

MANAGING YOUR TIME (SO IT DOESN'T MANAGE YOU)

Melissa Norton, *Director*

Learning & Accessibility Services (LAS)

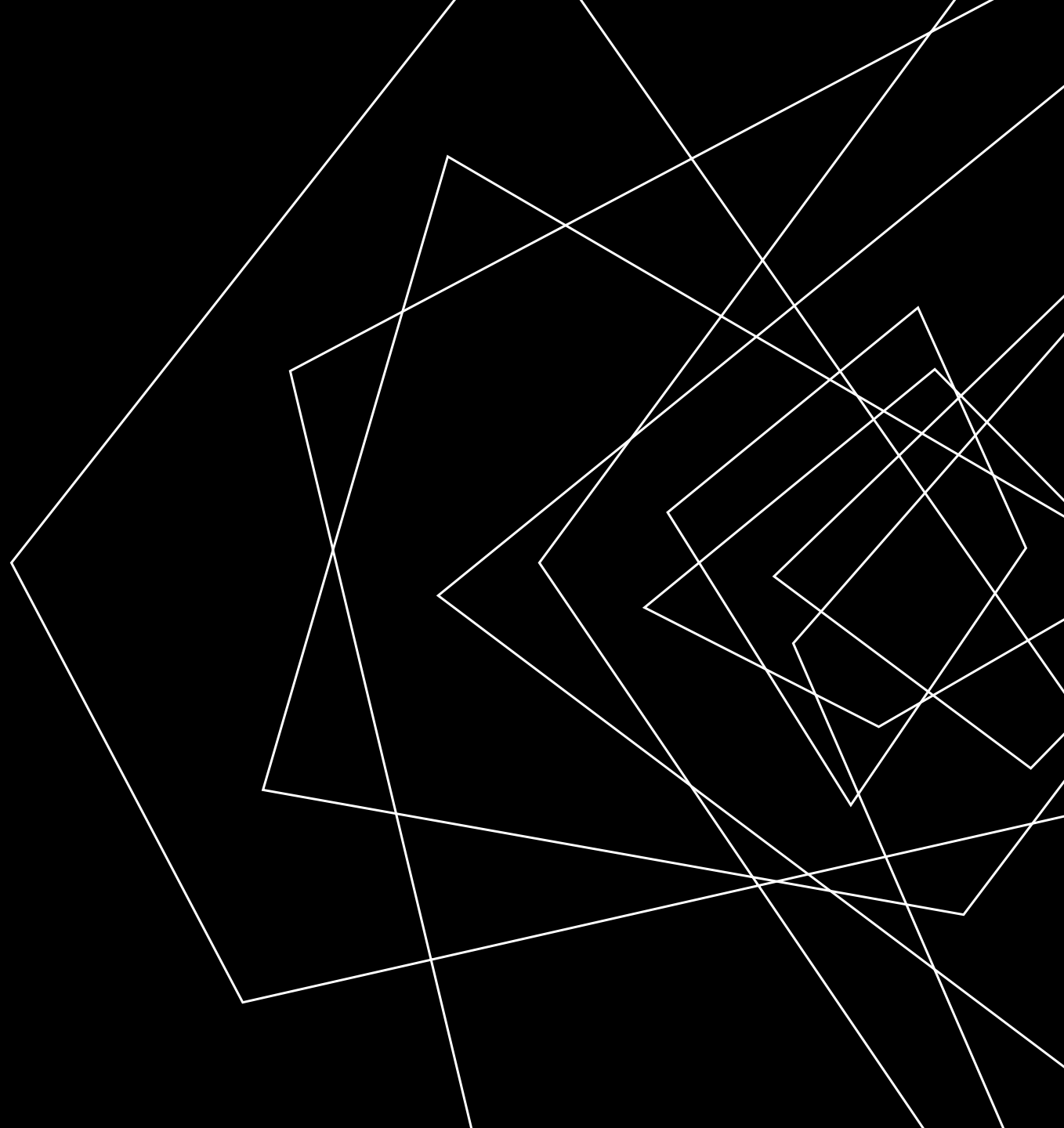
Fall 2025

AGENDA

Foundational Ideas

Tools/Strategies

Application



BIG IDEAS

~~Time Management~~

Time realism

Agency/choice

Self-control

BIG IDEAS

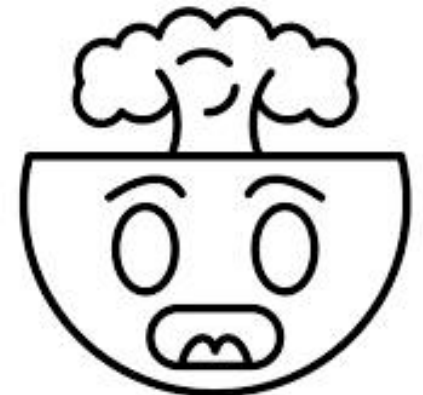
Time Management

Time realism – Having an accurate view of how much time you have and what you can do in that amount of time

Agency/choice – “Free time” is an illusion. It doesn’t exist. It’s just time where you have more agency/choice in how you use it.

Self-control - Am I doing the thing I set out to do? If not, why not?

Your self-control is only as good as your strategies.



SELF-REFLECTION

Why are you here? Where do you find you struggle when it comes to managing your schedule?

Inaccurate time realism (you don't have a good sense of how long things actually take or how much time you actually have)

Your time is unstructured and gets away from you/you don't like structure.

You don't know what tools/strategies work for you

Disorganization

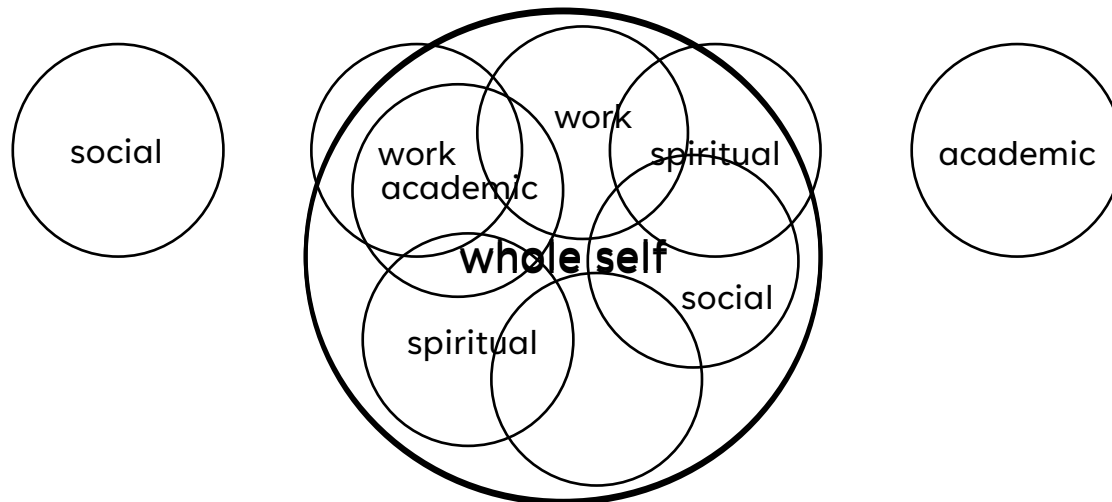
Motivation/self-control

All-or-nothing thinking



BIG IDEA

You are not many people,
you are one person with a finite amount of time.



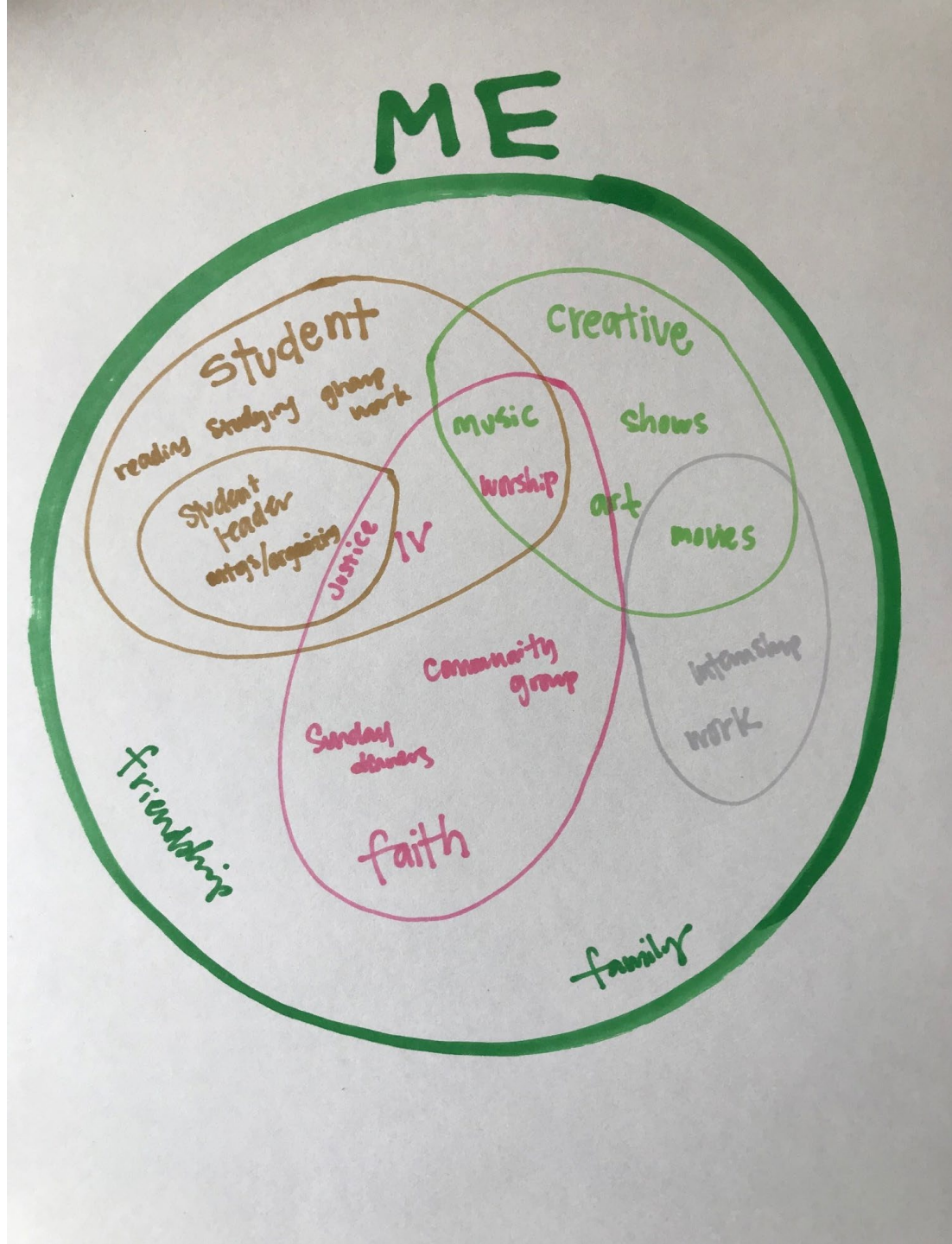
A MAP OF YOU

CORE VALUES

PRIORITIES

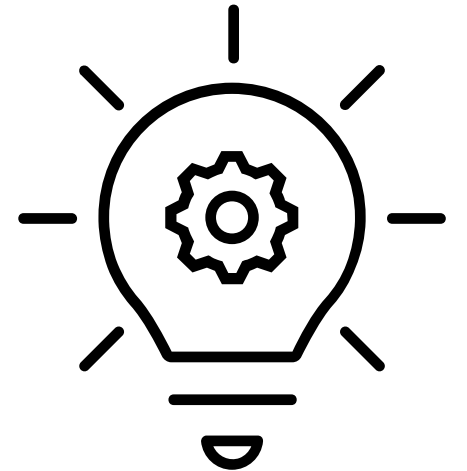
GOALS

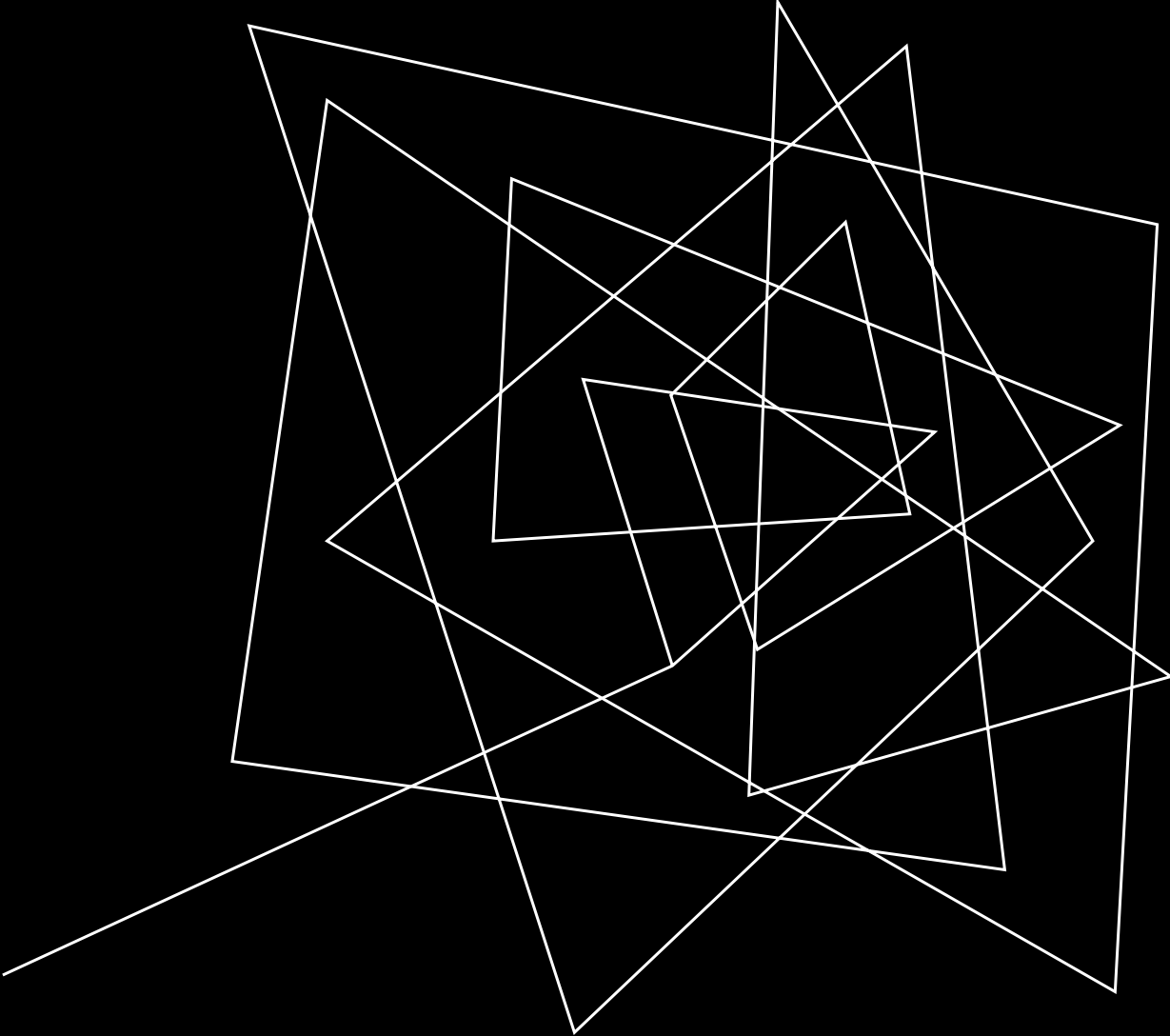
YOUR "WHY"



BIG IDEAS (RECAP)

- 1) You one person with a finite amount of time
- 2) Know your “why”, your values and priorities
- 3) Your schedule is the structure that will allow you to flourish
- 4) Your self-control is only as good as your strategies





TOOLS/STRATEGIES

Semester calendar

Weekly schedule

Daily to-do list

Motivation/self-control

THE BASICS

Semester Calendar

Weekly Schedule

To-do
List

SEMESTER CALENDAR

Includes: Due dates for projects, papers, exams...anything you need to anticipate in advance

Advantages:

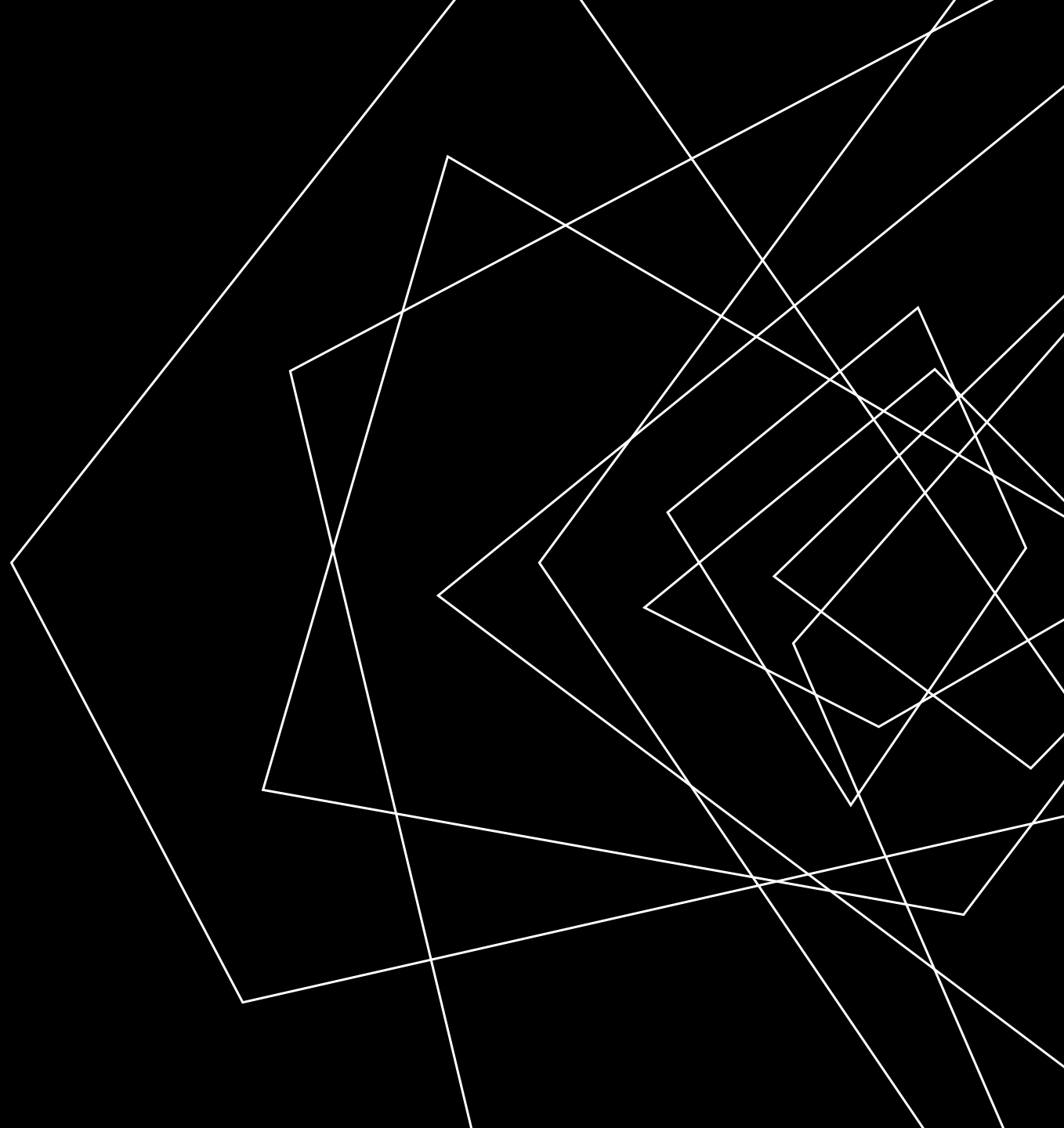
- Reduces anxiety by having all the big due dates in one place and not just in your head or on individual syllabi
- Allows you to scaffold, break things down into smaller steps
- Visual and spatial
- Color-code classes

Adaptations: Paper or computer based, excel spreadsheet

APRIL 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
		Spiritual Practice #5 Continue Spiritual Practice		Email to Vincent Donovan		
7	8	9	10	11	12	13
		Gospel-centered life Lesson 5			Last day to drop with W or elect P/F	
14	15	16	17	18	19	20
		Gospel Reading Reflection + G-C life Rubric		AR Brief #3	Theological Synthesis paper (6-8pgs)	
21	22	23	24	25	26	27
		Creative ref. of personal spirituality Spiritual Practice #6		CFM plan		
28	29	30	1	2	3	4
			BITH Final 1:30	Reading Report 2		
Reading Day		FINAL EXAMS	FINAL EXAMS	Spiritual Adaptive Action Plan Annotated bib + Rubric		
				FINAL EXAMS		

YOU'RE SAYING
"NOOO THIS IS
TERRIBLE. TOO
MUCH
STRUCTURE!!!!"

WELL, SAY HELLO
TO MY LITTLE
PLANT FRIEND
AND HIS TRELLIS.



TO-DO LIST

Includes:

- Random things you don't want to forget – personal or otherwise
- Tasks should be broken down into smallest parts to be manageable and time-bound

Advantages:

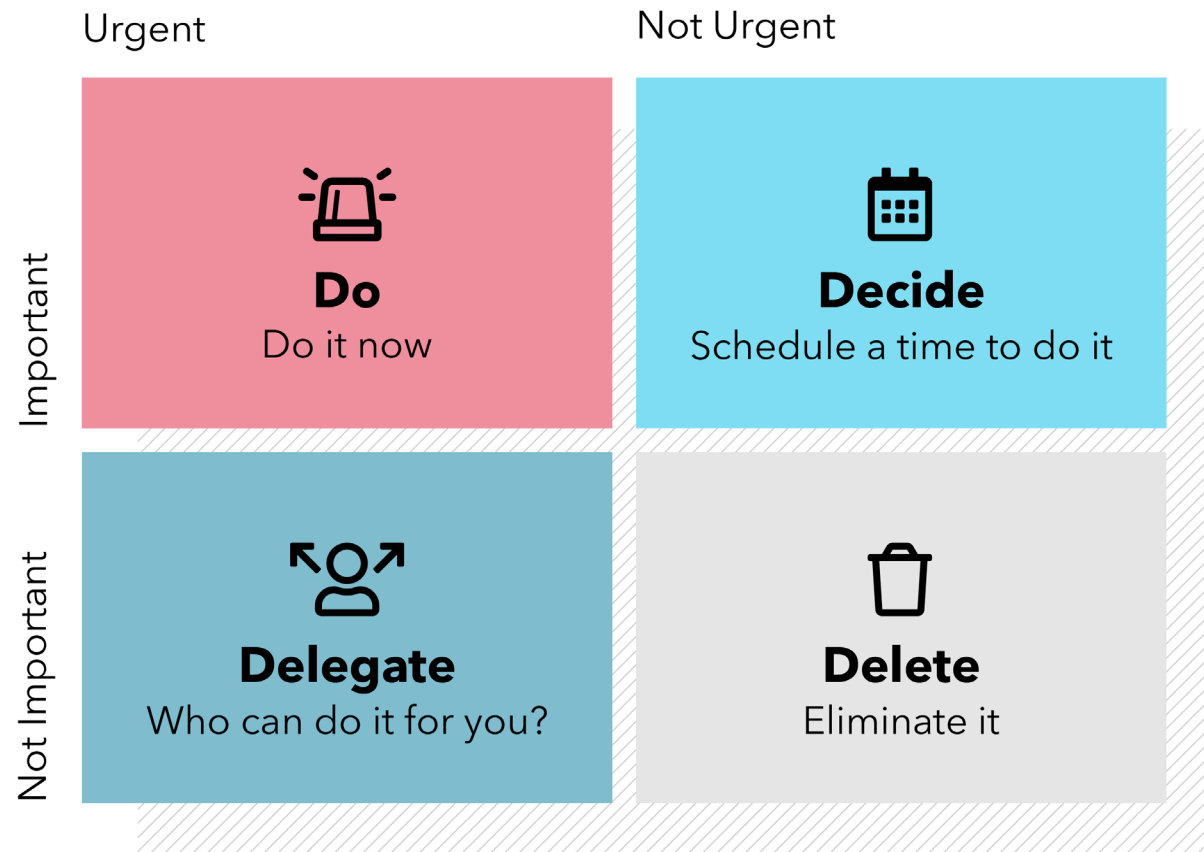
- Can adapt to needs for each day
- Include personal items such as “pay my phone bill” or “call grandma”
- Reduces mental load/background anxiety
- Awareness if something isn't getting done

Adaptations: post-its or notes app



PRIORITIZING...

The Eisenhower decision matrix



MOTIVATION/SELF-CONTROL

- Remember your “why” and keep coming back to it.
How does what you’re doing now lead you to your future goals/rewards?
- Find the tools and strategies that work for you and promote self-control (ex. involve others)
 - Make appt with campus resources
- Ongoing assessment to find what is working and not working for you:
 - Visual or not (beware of out-of-sight out-of-mind)

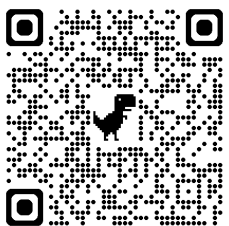


APPLICATION

1

Semester Calendar:

Take out your course syllabi
Utilize Semester Calendar template
to input all due dates



2

Weekly Schedule:

Create a new Google calendar called
“Weekly Schedule”

Include: classes, personal weekly
items, mealtimes, sleep, transitions,
study what/where

Does it reflect you and your values?

Does it seem realistic?

Have you scheduled margin? Fun?

3

Resource yourself:

Do you need to unpack these ideas
more? Need an assist?

Schedule with LAS, peer coach,
writing center (as applicable)

Look at our website for more
wheaton.edu/las

4

Make a MAP OF YOU:

Values
Priorities
Goals

This should be an anchor when
things get confusing and you don't
know where you should be focusing
your time.

