

The Absent Professor
Program

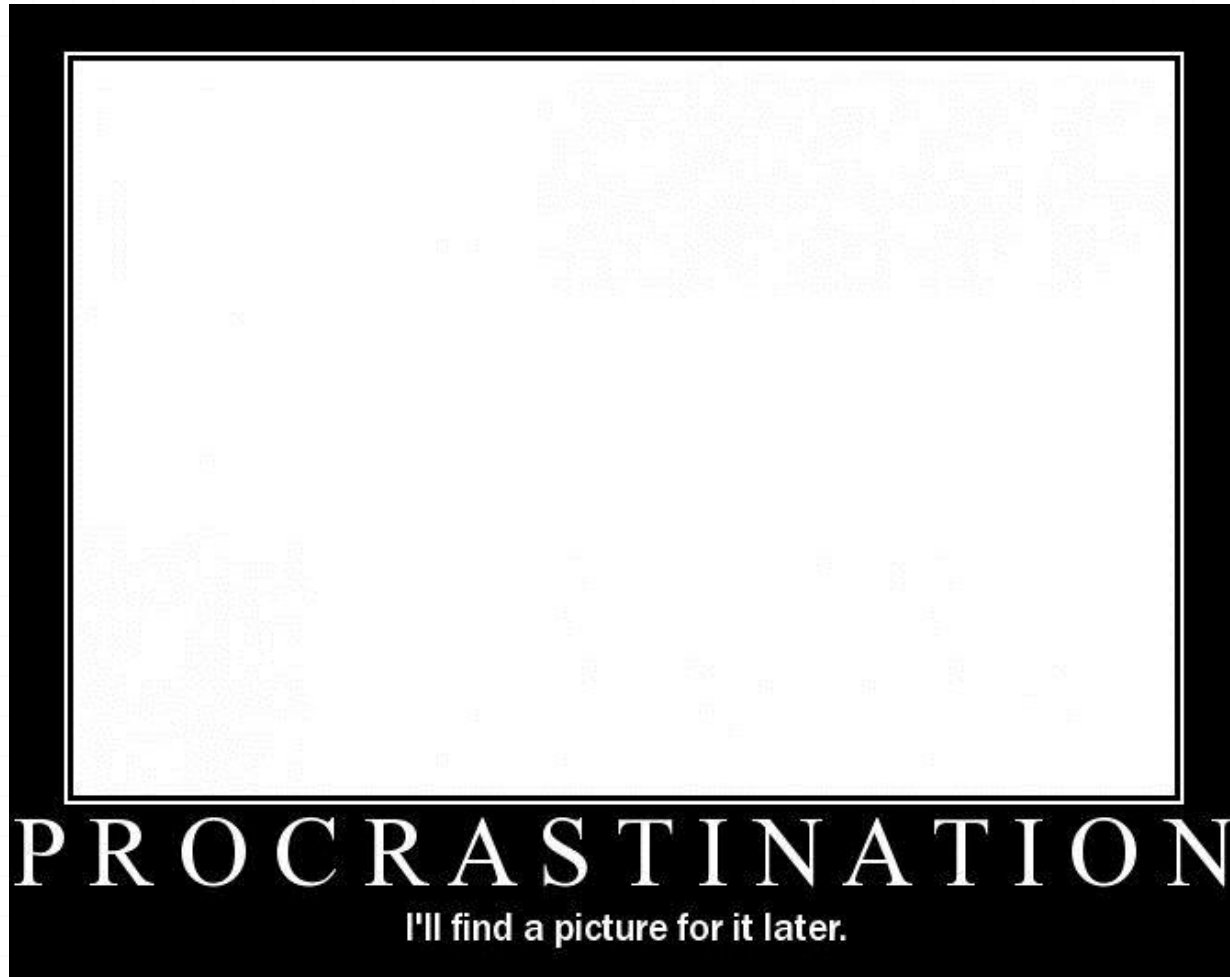
Missouri State

Audra Williams

Time Management

Achieving it all and staying on schedule

Procrastinators unite tomorrow!



PROCRASTINATION QUIZ

(20 questions)

o Rate each statement:

1 point = extremely uncharacteristic.

2 points = moderately uncharacteristic.

3 points = neutral.

4 points = moderately characteristic.

5 points = extremely characteristic.

- o 1) I often find myself performing tasks I intended to do days earlier.
- o 2) I often miss concerts, sporting events, or the like, because I don't get around to buying tickets on time.
- o 3) When planning a party, I make the necessary arrangements well in advance.
- o 4) When it is time to get up in the morning, I most often get right out of bed.
- o 5) A letter may sit for days after I write it before mailing it.

- o 6) I generally return phone calls promptly.
- o 7) Even with jobs that require little else except sitting down and doing them, I find they seldom get done for days.
- o 8) I usually make decisions as soon as possible.
- o 9) I generally delay before starting on work I have to do.
- o 10) When traveling, I usually have to rush in preparing to arrive at the airport or station at the appropriate time.

- o 11) When preparing to go out, I am seldom caught having to do something at the last minute.
- o 12) In preparing for some deadline, I often waste time by doing other things.
- o 13) If a bill for a small amount comes, I pay it right away.
- o 14) I usually return an "RSVP" request very shortly after receiving the invitation.
- o 15) I often have a task finished sooner than necessary.

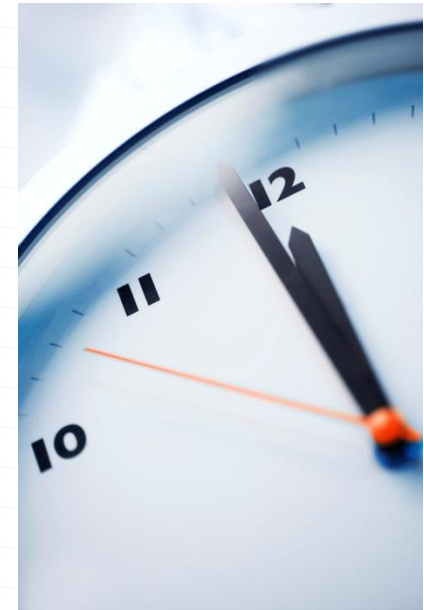
- o 16) I always seem to end up shopping for birthday or Christmas gifts at the last minute.
- o 17) I usually buy even an essential item at the last minute.
- o 18) I usually accomplish all the things I plan to do in a day.
- o 19) I am continually saying, "I'll do it tomorrow."
- o 20) I usually take care of all the tasks I have to do before I settle down and relax for the evening.

Total your score

- o Add together your scores from questions 1, 2, 5, 7, 9, 10, 12, 16, 17, and 19.
- o If the total comes to between 40 and 50 points, procrastination may be limiting your success and happiness.
- o The General Procrastination Scale is a research tool and not intended to be used for diagnosis. You can, however, get a general sense of your tendency to procrastinate.

Where do I start?

- o Use a planner (and keep using it)
 - o Social and academic events/assignments
- o Stick to a schedule
- o Know when you study best



GOALS

are

dreams

with

DEADLINES.

- Diana Scharf Hunt

o Set goals

o Personal and academic

o Be specific

o Have a plan

To-Do: Make a To-Do List



- Daily
 - Write down all the tasks you need to complete
 - Prioritize tasks (number or letter)
 - Break down the larger tasks into steps

My To-Do List

- ◊ Pay rent: Due tomorrow
- ◊ Clean: Vacuum, dust, dishes
- ◊ Study for ENG 558 test: notes, write summaries (10th)
- ◊ Read Life and Fate: p.1-150 (due on Wednesday)

Action Plan

- Mind Tools.com
- Heavy-duty version of “To-Do” lists
- Incorporate short-, medium-, and long-term goals
- Prevents forgetting tasks and commitments

My Action Plan

- Maintain GPA until graduation: schedule study time, prioritize assignments
- Find house/apartment for the fall
- Start semester project early (due May 3rd, start by April 1st)
- Establish a budget
- Maintain workout schedule (work out with Leah, mark calendar, reward myself)

Useful Tips

- o Know your best time to study
- o Make time for fun
- o Combine activities
- o Learn to say “no”
- o Learn to prioritize
- o Manage distractions



- o Write down the top 3 things that are stressing you out
- o Can you do anything about these? Ex: stressed about an upcoming job interview- practice interviewing with someone. Ex: stressed about the weather- let it go, out of your control

THANK YOU!



1st Floor, Meyer Library
<http://bearclaw.missouristate.edu>
(417) 836-5006
[BearCLAW@MissouriState.edu](mailto: BearCLAW@MissouriState.edu)

Michael Frizell

Director of Student Learning Services

Meyer Library 112
[MichaelFrizell@MissouriState.edu](mailto: MichaelFrizell@MissouriState.edu)
(417) 836-5006

For questions about...

The Absent Professor Program & Prefects
<http://AbsentProf.MissouriState.edu>

Peer Assisted Study Session (PASS) Program
Formerly:

The Supplemental Instruction Program (SI)
<http://PASS.MissouriState.edu>

The Writing Center
<http://WritingCenter.MissouriState.edu>
[WritingCenter@MissouriState.edu](mailto: WritingCenter@MissouriState.edu)

Diana Garland

Director of the Learning Commons

Meyer Library 113
[DianaGarland@MissouriState.edu](mailto: DianaGarland@MissouriState.edu)
(417) 836-4229

For questions about...

Subject- Area Tutoring
Math Drop-In Tables
Focused Drop-In Tables
Study Skills Specialists