TIPS FOR “TAKING THE TIME TO MAKE THE TIME”¹, ², ³

1. Break up the assignments
2. Map out the week using a planner, calendar, etc
3. Have someone hold you accountable
4. Sort out priorities

TOOLS FOR MANAGING TIME¹

1. Calendars
2. Planners
3. Tasks via JPJ Academic Center

TIME MANAGEMENT STRUGGLES

- Lack of time management is a major source for stress and anxiety
- Social media is the biggest distraction from getting things done

BENEFITS OF MANAGING TIME⁶

- Great time management is associated with greater life satisfaction, better health and optimism
- Managing time can help make better decisions in the future
- Managing time is associated with lower levels of depression and hopelessness

THOUGHTS FROM STUDENT-ATHLETES AND STAFF

- “Not the what but the when you have to do an assignment”
  - Shelly Lovelace, Learning Specialist
- “Time management is really synonymous with PRIORITY MANAGEMENT. Everyone has the same 24 hours in a day, but we choose how to spend them when we choose what to prioritize.”
  - Dan Jacobs, Academic Coordinator
- “I lack the time of management because I choose naps over doing work”
  - 2019 Student-Athlete
- “Know where to spend your time to get the work done”
  - Jade Briana Baker, Track & Field

HELPFUL RESOURCES

- Shelly Lovelace, UVA Learning Specialist
- Your academic coordinator
- Older teammates

¹. Jacobs, D. (2018, February 14) UVA Academic Coordinator dj9v@virginia.edu
². Lovelace, S. (2018, March 2) UVA Learning Specialist srp6b@virginia.edu
⁵. Electronic Survey conducted in Spring 2018; UVA student athletes