



# THE COMPLETE GUIDE ON **HOW TO** **GET**



# **DONE**

By The Healthy Living Program

**FIRST THING'S FIRST:  
IF YOU DON'T KNOW WHAT YOU WANT  
TO DO WITH YOUR TIME, THEN HOW  
THE HECK ARE YOU GOING TO  
MANAGE IT?**

**1) TAKE A SECOND TO ANSWER  
THESE QUESTIONS:**

- 1) Do I have a *clear and specific* goal that I'm trying to achieve?
- 2) What is *motivating* me to complete this goal?
- 3) Am I *excited* about completing this goal?
- 4) Do I feel like I am on the *right path*?



The goal here is clarity. The clearer you are about what you want to do with your time, the clearer it will be for you to know how to manage it.

## 2) DECIDE IF YOU PREFER DIGITAL OR PHYSICAL PLANNING



### USE A DIGITAL METHOD IF...

- You always have your phone charged and on you
- You already set reminders on your phone
- You don't like to carry much day to day



### USE A PHYSICAL METHOD IF...

- You prefer to write things down with pen and paper
- You enjoy the creative process of physical planning
- You can commit to carrying a planner with you everywhere, everyday

**PRO TIP:** Only use ONE method! If you switch between them, you'll lose track of where you wrote down what you needed to remember, and then the point of writing it down is lost.

## 3) MAKE YOUR SCHEDULE

What you schedule is what you are prioritizing in your day. Think of this category as your commitments and responsibilities. Put these items on a calendar (iCal, monthly overview of your planner, etc.)

### WHAT TO SCHEDULE:

- 1) Class
  - Lecture, Labs, exams
- 2) Work
  - Volunteer time, internship
- 3) Appointments
- 4) Social Time
- 5) Exercise
- 6) Relaxation

**PRO TIP:** You might be asking yourself, why #s 4-6?

- Your overall wellbeing IS a priority
- When you MAKE the time, instead of wait for the right opportunity, you are making NO excuses
- You are less likely to procrastinate by doing 4-6 in your free time if you already have it scheduled in your week

## 4) KEEP A **TO DO LIST**

This is what you'll be doing in your free time. Put these items in your notes (Notes app, a notebook or notes section in your planner)

### WHAT TO PUT ON YOUR TO DO LIST:

- 1) Assignments
  - Homework, quizzes, etc.
- 2) Studying for exams
  - Specific tasks for studying
- 3) Personal errands
  - Groceries, laundry, clean room, etc.

### PRO TIP:

Break down your tasks into subtasks, i.e. Write a paper > Research > Find 3 sources > Find 1st source (see example below)

### PRO TIP:

You might be asking yourself, why *least to most* amount of time?

- You're more likely to get on a productivity streak and get more done in a single sitting
- You'll be less likely to experience burnout or being overwhelmed

### HOW TO PRIORITIZE YOUR TO-DO LIST:

- 1) Next due date
- 2) Least amount of time
- 3) Most amount of time

### EXAMPLE OF HOW YOUR TO DO LIST WOULD LOOK LIKE:

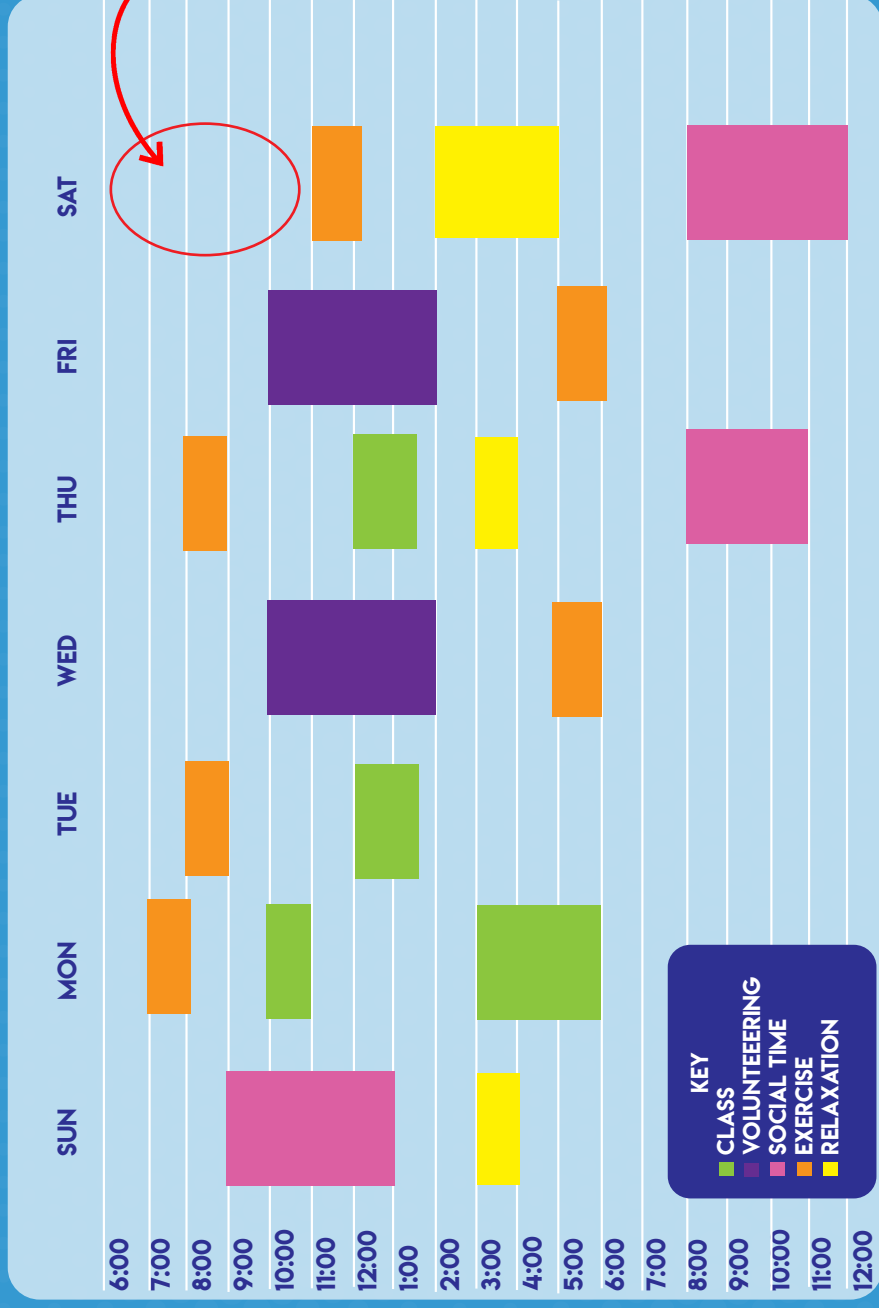
- Submit Discussion Board Assignment
- Study for Chemistry Exam 1
  - Do practice problems 1-20
  - Outline chapter 3
  - Schedule meeting with professor
  - Schedule study group meeting
- Do laundry
- Call eye doctor to make an appointment
- Buy birthday gift
- Email professor about grade



Now, start to think:  
"Realistically speaking, how can I prioritize these tasks knowing how long each one will take me in order to get the most done in this one sitting of free time?"

# EXAMPLE OF HOW YOUR WEEK AT A GLANCE WOULD LOOK LIKE:

Buy a planner with a vertical view like this, OR turn your phone on its side/horizontal to view your iCal like this!



TRY IT OUT HERE!

KEY

	SUN	MON	TUE	WED	THU	FRI	SAT
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
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7:00							
8:00							
9:00							
10:00							
11:00							
12:00							

# SO ABOUT PROCRASTINATION...

We've all done it. Told ourselves we'd get it done later, that it's not a big deal, blah, blah blah. Right? Well, let's get to the bottom of it.

**WHAT ARE YOU AVOIDING?** Is it the fear of failing? The fear of succeeding? The fact that you don't like the path you're on, but you're scared of what happens when you change it?



*What to do:* Talk about your fears with somebody you can trust (friend, family, therapist), journal about what you're avoiding, meditate, take time to be alone in silence.

## WHAT ARE YOU DOING WHEN YOU PROCRASTINATE?

Are you scrolling through Instagram, are you playing video games, taking naps that are way too long? Identify your go-to behavior(s) and figure out where you can realistically limit it.



*What to do:* 1) Make a list of *things you want to do* that you don't feel like you have the time to do. 2) Make a list of *things you know you do to procrastinate*. 3) Make a conscious effort every day to *do more on the first list than the second*.

## AND FINALLY, REFLECT AND EDIT!

Think of these methods as the skeleton of how to get sh\*t done. You are in fact, a human (I hope so), and sh\*t happens! So after a week or so of implementing what you thought would be a life changing time management routine, take time to reflect and think about:

- a) What has worked for you?
- b) What has not worked for you?
- c) How exactly are you spending your time?



# IS YOUR TIME MANAGEMENT STRESSING YOU OUT? COME SEE US FOR A FREE\* CONSULTATION!

Call 305-348-4020 or  
visit [shs-portal.fiu.edu](https://shs-portal.fiu.edu) to make  
an appointment

*\*only available for currently enrolled fiu students*



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