

TIME MANAGEMENT STRATEGIES

SCHEDULING

- Take a time inventory using a time log* and review it every 3 weeks. Figure out how much time each activity requires (including things like meals, checking email, travel times). Create a daily schedule to account for every hour of the day.
- Set specific tasks with time frames & plan for a little more time than you need.
- Treat medical school like a full time job. Stay at school after hours if it helps minimize distractions.
- Avoid over-planning. Say “no” to new projects if you can’t commit the time necessary.
- Observe meeting start and end times strictly. Respect others’ time and hold good boundaries for your own time.

ORGANIZATION

- Use an organizational system whether it’s in the calendar on your phone or a daily planner. Do not use valuable mental space and energy for keeping track of your schedule.
- Optimize your work environment. Make sure you have everything you need before you sit down to study. Clean out the clutter if you are studying at home.

GOAL SETTING

- Set realistic short term and long term goals. Organize your goals according to their priority, not according to what you feel like doing most in the moment. What needs to be done today, a week from now, or a month from now?
- Set and respect deadlines.
- Treat emails and your physical inbox as OTHER people’s agenda, not your own.

PRODUCTIVITY

- Use David Allen’s 2-minute rule: If an action can be done in 2 minutes, just do it because it will likely take you longer to organize it for future completion.
- Maximize peak performance times. Identify times in the day when your energy levels are the highest and plan the most important activities during those times.
- Identify your procrastination tactics and change them.

If you have any questions or would like to make an appointment please contact:

Ed Magalhaes, PhD, LPC

Director of Academic and Counseling Services
Virginia Campus
emagalhaes@vcom.vt.edu
540-231-1944

Or outside counseling services at the New River Community Services:

700 University City Blvd / Blacksburg, VA 24060
Phone: 540-961-8400
(Be sure to identify yourself as a VCOM student)

For emergency care, 24 hours a day, call ACCESS at 540-961-8400

Natalie Fadel, PsyD

Director of Academic and Counseling Services
Carolinas Campus
nfadel@carolinas.vcom.edu
864-327-9875

Or outside counseling services at Spartanburg Area Mental Health Center:

250 Dewey Avenue / Spartanburg, SC 29303
Phone: (864) 585-0366
(Be sure to identify yourself as a VCOM student)

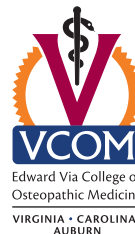
For emergency care, 24 hours a day Crisis Hotline: (864) 585-0366 or 1-800-277-1366

Mary Ann Taylor, PhD

Director of Academic and Counseling Services
Auburn Campus
mtaylor@auburn.vcom.edu
Room 214 // 334-442-4037

Or outside counseling services at Auburn Student Counseling Services:

400 Lem Morrison Dr. Suite 2086 / Auburn, AL 36849
Phone: 334-844-5123
(Be sure to identify yourself as a VCOM student)



Time Management

The Center for Institutional, Faculty, and Student Success



Edward Via College of
Osteopathic Medicine
VIRGINIA • CAROLINAS
AUBURN

Time Management

TIME MANAGEMENT

Managing your time successfully is one of the most important ways to survive medical school. Many students struggle to organize their time and find a balance between academics and personal activities. If any of the following statements sound familiar, your time management skills may need a little fine tuning.

- I miss deadlines.
- I arrive late for meetings or appointments.
- I don't keep a daily/weekly calendar.
- I am often doing several things at once.
- I socialize too much when I need to be studying.
- I hardly ever socialize.
- I rarely spend time planning.
- I feel anxious just looking at my calendar.
- I have no free time.
- I skip meals and/or physical exercise.
- I accept new obligations without fully considering the time commitment.

UNDERSTANDING BARRIERS

It is a common misconception that there just isn't enough time in medical school to maintain a good balance between personal needs and academic demands. Yes, the schedule is rigorous and requires sacrifices. But this does not mean that you are without some control of your daily routine. It is important to identify what you can control versus what you cannot. External events dictate some of the things outside of your control, which you must account for in your schedule. But you must take the initiative to find the areas over which you CAN have control and use that time wisely.

Students also tend to focus their energy on studying hard instead of studying smart. The quality and efficiency of studying is more important than the amount of time spent, so it is necessary to closely examine the effectiveness of your study skills.

SAMPLE TIME LOG

To best analyze your time, you should keep a log for a minimum of three days. List all activities which you engage in and the time spent on that activity. You should list all activities including: work, lectures, studying, note-taking, paperwork, scheduling, reflecting, problem-solving, personal growth, daily tasks, leisure, visitors and phone calls. Give each activity a priority (A - important, B - somewhat important, and C - not important) and a description of the outcome of that activity. There are various formats to logging in your time. See sample below.

Time	Activity	Priority	Outcome
6:00 am			
7:00 am			
8:00 am			
9:00 am			
10:00 am			
11:00 am			
12:00 pm			
1:00 pm			
2:00 pm			
3:00 pm			
4:00 pm			
5:00 pm			
6:00 pm			
7:00 pm			
8:00 pm			
9:00 pm			
10:00 pm			

SELF-CARE

Remember that you must maintain your day-to-day personal maintenance. Things like eating, sleeping, exercising, socializing, and relaxing are necessary for your overall health and academic performance, so include them in your planning! Neglecting self-care throws your life out of balance and can adversely affect your short and long term goals. It is possible to enjoy life in medical in school to an extent, so figure out what works for you.