

# IT'S ABOUT TIME

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## TIPS FOR "TAKING THE TIME TO MAKE THE TIME"<sup>1, 2, 3</sup>

- Break up the assignments
- Map out the week using a planner, calendar, etc
- Have someone hold you accountable
- Sort out priorities

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## TOOLS FOR MANAGING TIME<sup>1</sup>

- Calendars
- Planners
- Tasks via JPJ Academic Center

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## 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

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## BENEFITS OF MANAGING TIME<sup>6</sup>

- 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

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## 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

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- "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

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## HELPFUL RESOURCES

- Shelly Lovelace, UVA Learning Specialist (can be found on the first floor of JPJ Academic Center)
- Your academic coordinator
- Older teammates

1. Jacobs, D. (2018, February 14) UVA Academic Coordinator [dj9v@virginia.edu](mailto:dj9v@virginia.edu)  
2. Lovelace, S. (2018, March 2) UVA Learning Specialist [srp6b@virginia.edu](mailto:srp6b@virginia.edu)  
3. Scholastica, T. C. (2016, February 29). 7 tested time management tips for student-athletes. Retrieved April 12, 2018, from <http://www.css.edu/the-sentinel-blog/time-management-tips-for-student-athletes.html>  
4. MacCann, C., Fogarty, G. J., & Roberts, R. D. (2012). Strategies for Success in Education: Time Management Is More Important for Part-Time Than Full-Time Community College Students. *Learning and Individual Differences*, 22(5), 618 - 623.  
5. Electronic Survey conducted in Spring 2018; UVA student athletes  
6. AEON, B., & AGUINIS, H. (2017). IT'S ABOUT TIME: NEW PERSPECTIVES AND INSIGHTS ON TIME MANAGEMENT. *Academy Of Management Perspectives*, 31(4), 309-330. doi:10.5465/amp.2016.0166



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