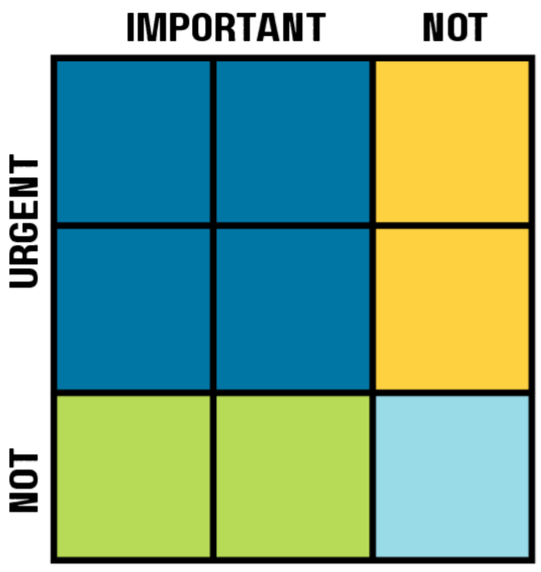
TIME AND TASK MANAGEMENT

"The Time Square"



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TIME RATIO

1. IMPORTANT + URGENT
2. IMPORTANT + NOT URGENT
3. NOT IMPORTANT + URGENT
4. NOT IMPORTANT + NOT URGENT

MOST TIME

LEAST TIME

Rule ONE

START WITH BIG GOALS.
BREAK THEM INTO SMALLER TASKS.
BIG GOALS GUIDE YOU.
SMALL TASKS GET YOU THERE.

From Manageable Building Blocks

To A Complete Masterpiece

Rule TWO

LET TASKS LEAD, LET TIME GUIDE.
TASKS DECIDE WHAT MATTERS.
TIME MAKES SURE IT HAPPENS.

TASK > TIME

Tasks set priorities: Start with what needs to be done, not just what fits on the clock.

Time supports tasks: Use time to pace yourself, not to box yourself in.

Flexibility matters: If one task takes longer, shift the "when" instead of derailing your whole day.

Deadlines are the anchor: As long as you finish by your set deadline, the exact hour matters less.

Balance is key: Some things must happen on time (class, meetings), but most tasks just need to be completed.

BALL STATE UNIVERSITY
Office of Student Success Coaching

Rule three

FLEXIBILTY AND COMPROMISE ARE KEY!

FALLING BEHIND DOESN'T MEAN FAILING; YOU CAN ALWAYS SHIFT STRATEGIES AND FIND SPACE TO CATCH UP.

BUILD ROOM FOR SETBACKS TO HAVE FLEXIBILITY WHEN LIFE GETS MESSY

SUCCESS ISN'T ABOUT STICKING TO A PERFECT SCHEDULE, IT'S ABOUT ADAPTING TO CHANGE.

TAKE A MOMENT TO CELEBRATE AND PROVE THAT YOU CAN ADJUST AND KEEP MOVING.

COMPROMISE ISN'T WEAKNESS, IT'S A STRATEGY TO BE SURE YOUR GOALS SURVIVE REAL LIFE.

ADAPTED FROM PENSANDMACHINE.TUMBLR.COM

Steps to Plan Your Week

1. Classes & work
2. Tutoring, SI, Success Coaching
3. Meals & Self-care (non-negotiable)
4. Study blocks & deadlines
5. Personal responsibilities
6. Flex time & catch-up
7. Social & hobbies
8. Reward yourself

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
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