FEELING LIKE YOU'RE ALWAYS RUSHED?

SCRAMBLING TO BE PLACES / GET THINGS DONE ON TIME?

FOLLOW THESE 5 TIPS TO **BE ON TIME & ORGANIZED**!

1. Cure yourself of "one-more-thing-itis."

One reason many students feel rushed is that they habitually try to cram in "one more thing," the additional task that so often derails plans.

One-more-thing-itis is a form of distractibility — you get a text and you answer it, you notice that clothes need to be picked up, or a message left for someone, and, once again, you run late.

***Strategy**:* Gather what you'll need in the morning the night before. Avoid getting sidetracked as you head to the door by reminding yourself--"I'm leaving, I'm on schedule, I can do that later."

2. Plan ahead to arrive early.

Aim to arrive 10-15 minutes before your class or appointment time and utilize that time by reading and reviewing past class notes.

***Strategy**:* Set two alarms (clock, cell phone, or computer): one that will go off ten minutes before departure time and a second that will sound a minute before it's time to leave. When the first alarm goes off, wrap up what you are doing. When the second alarm goes off, go!

3. Don't say "yes" out of habit — or guilt.

Many of us over-commit out of a desire to please our family, friends, or classmates. Deliver yourself from trying to do the impossible.

Strategy: Get in the habit of saying, "I'd like to, but let me check my schedule," instead of giving an automatic "yes." In the end, you'll please others more by being able to get things done on time, rather than always being late and rushed.

4. Devise a weekly and semester plan and set realistic goals.

Can you really read all that you have assigned in an hour?

***Strategy**:* Plan ahead. Schedule time for everything that needs doing (reading, reviewing notes, flashcards, writing). Schedule MORE time than you think you'll need as a built-in safety net.

5. Enlist help from those who know you well & a time tutor.

Ask a friend or family member, someone who has witnessed how you spend your time, to help you identify the patterns that create time crunches in your life.

Strategy: Time Management and Study Strategy tutors are available through the Biddle House Office of Learning Skills in Academic Advising (717) 245-1734. Sit down with a Peer Advisor and make a plan for tackling all that's on your plate—today, this week, and this semester.

You'll be happier (and far more confident and productive) when you have an organized plan and are not living in a constant rush.

This guidance was adapted for Dickinson College students by Marni Jones--revised from the article, "Never Run Late Again!" *by Kathleen Nadeau, Ph.D,* published in June, 2013, on www.ADDitudeMag.com