

Organizing Your Time

Organizing your time is very important for success at UAMS. It will create more time for you and reduce your stress. You will need to organize time daily, weekly and throughout a semester.

Take a [quick survey](#) to get an idea how successfully you manage your time.

CONSIDER THE FOLLOWING

- To analyze how you spend your time, try to keep a time log for at least three days.
 - See an example of a [daily time log](#).
- Once you complete a time-log for few days, there are several questions to ask yourself:
 - Are you spending too much time on unimportant things and too little on what is important?
 - For each task ask yourself, “Why I am doing this? Do I need to do this?”
 - Do you have too many interruptions during a day (such as searching the internet, answering e-mails etc.)?
 - Do you procrastinate between tasks?
 - Do you use your high energy time to accomplish the most demanding tasks?

REFERENCES

David Geffen School of Medicine Learning Skills Office
<http://www.medstudent.ucla.edu/Current/careeradvising/LearningResources.cfm>

University of Utah School of Medicine: Learning Resource Center
<http://medicine.utah.edu/learningresources/tools/abcs.pdf>
http://medicine.utah.edu/learningresources/tools/time_management.php

Time Management for Health Professions Students
Prepared by the Office of State Wide Health Planning and Development

Effective Time Management Strategies <http://www.mytimemanagement.com/index.html>