

Time Wasters vs. Time Savers

Time Wasters:

- ☒ Phone/tablet interruptions and notifications
- ☒ Lack of objectives, priorities, and deadlines
- ☒ Attempting too much and underestimating the time needed to do it
- ☒ Inadequate, inaccurate, or delayed information from others
- ☒ Indecision or procrastination
- ☒ Lack of clear communications and instructions
- ☒ An over-trusted memory
- ☒ Worry, fear, and regretting failures
- ☒ Not planning for the future
- ☒ Lack of self-discipline
- ☒ Continuing to use the same habits you've always used

Time Savers:

- ✓ List goals you have for yourself
- ✓ Make to-do lists and prioritize items
- ✓ Block out time in the day for important tasks
- ✓ Learn to say "no" to certain projects or activities
- ✓ Stop worrying about failures
- ✓ Know when your high energy times are and do important work then
- ✓ Close your door when you're doing intense work
- ✓ Establish deadlines and stick to them
- ✓ Believe you can do it before you start
- ✓ Visualize your goals
- ✓ Make the most of time spent waiting and in between classes

Are you struggling with any of these time wasters?

Visit go.osu.edu/coachinginfo to book an appointment with an academic coach!