

## Strategies for Time Management

### To Manage Attention

**Reduce Temptations.** Minimize interruptions and time-wasting distractions. Keep your phone away from you, or at least on silent mode. Use web-blocking apps/tools.

**Make the Right Stuff Stand Out.** Elevate the tasks that need your focus – What is the priority?

### To See Time More Accurately

#### **Don't Rely on Your Internal Clock**

- Use analog clocks to help you see time move
- Set reminders/timers on your phone
- Ask a friend to stop by to get you, or text you

#### **Consistently Use a Planning Tool That Works for You**

The more you use a system, the better it works. Even partial usage leads to tangible benefits.

- **Include important information pertinent to each task or event.** Add addresses, phone numbers, links to your planner/schedule. Your future self will thank you.
- **Schedules can be flexible.** You can always move the task later. Also, don't over-commit. Keep it simple, with small goals.
- **Your schedule is for you, and you alone.** Your schedule is supposed to help *you* accomplish more of what you want to do

#### **Schedule To-Dos**

Not sure what to do first? (*Is now the time to work on that? What about this other task instead?*) Just put it on the list. You can move the order later on.

Making tasks time-specific. It increases the likelihood that you'll see them through.

## **To Feel the Future**

### **Engineer Consequences**

- **Make consequences immediate.** Make rules for yourself: I can't watch my favorite TV show tonight until I spend at least 30 minutes studying.
- **Make consequences frequent.** Increasing the frequency of one-on-one check-ins might help you stay on track and increase productivity. Attend office hours weekly. Schedule frequent check-in meetings with your Class Dean or Advisor.
- **Externalize consequences.** For example, tell your friend that dinner is on you if you're more than 10 minutes late to meet them.

### **Pause and Picture**

Compensate for temporal discounting by pausing to visualize how you will feel in the future if you do (or don't) act now.

- **Picture consequences as vividly as possible.** Ask yourself: "How will I feel during the exam if I don't give myself sufficient time to prepare? Worried? Ashamed?"
- **Lay out the pros and cons of action and inaction.** "If I wait until the eleventh hour to get this done, I risk losing time with my friends or a restful night's sleep."
- **Think of yourself in two forms: present-you and future-you.** How does the latter feel about the former?
- **"Do I want to do this now?" is the wrong question** because the answer is always the same. ("No, I don't want to do this.") Whether it's far away or due ASAP, the task will never be appealing. That's why it's better to consider **how future-you will feel** based on the decisions of present-you.

[Adapted from "How ADHD Warps Time Perception: Strategies to Stop Wasting and Start Managing Time". Nov. 29, 2023. <https://www.additudemag.com/wasting-time-adhd-and-time-perception/>]