

Time Management for College Students

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Remember that time management is really about being effective because:

1. You can't do everything.
2. Your gifts are for others.

As a result, *because I love my neighbor, I must make good choices* about how to use my time and resources. My future service in the Kingdom depends on it.

Ten Ideas

1. Flow = 15 minutes
2. Multitasking is a myth
3. Eliminate time wasters
4. Get a system
5. Write stuff down
6. Use a calendar
7. Start with a plan
8. Prioritize
9. Create useful land mines
- 10.

Personal Effectiveness and Time Management Resources

Stupid, Ugly, Unlucky and Rich by Richard St. John
(also published as *8 to be Great*)

The Seven Habits of Highly Effective People by Stephen Covey

Getting Things Done by David Allen

The 4-Hour Workweek by Timothy Ferriss

43folders.com

diyplanner.com

The PMBA Guide to Personal Master Planning
<http://personalmba.com/guides/>

NOTE: You can find quick links to all of these at
<http://michaelgowin.com/blog/>