

Time Management



Office of Student
Support

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168 Hours

This method is not something you can implement immediately. It calls for taking an audit of your time over the course of 2-3 weeks. There are 168 hours in a week and it is up to us to decide how we spend them. Laura Vanderkam, author of the book *168 Hours: You Have More Time Than You Think* says that most of us misinterpret where our time is actually going. There **IS** enough time in the day but you have to be mindful of how you spend it. **YOU** have control over how you spend every single minute of your life. Laura advocates that you have to audit your time for roughly 2 weeks to truly get an insight where your time is going and therefore make more informed decisions. “What gets measured gets managed” You will now be able to reallocate time to the things you need to get done.

1) Control your schedule 2) Is this part of my core competency of furthering myself? 3) If it is not then get rid of it, ignore it. 4) Isolate areas in which you know you can improve. Many times we say we don't have time to do something. If an emergency happens we tend to always find that time to deal with it however. This proves that we do have the time for something as long as we consider it a priority.

Throughout the day write down how long you spent doing every activity. For example, it could take you 15 minutes to get ready in the morning, 20 minutes to walk the dog and 1 hour to get from your apartment to the office. Write down all the errands you do such as going to the pharmacy and grocery shopping and cooking dinner etc. Over the course of two weeks you will be able to see patterns in your schedule and can figure out how to reorganize in order to fit in more time to get things done. You may be surprised to find that you spend a lot of time doing things that are not important. You can take the information you've gathered doing a self-audit and combine that with some other time management techniques. The Eisenhower box would particularly be a helpful method to use after knowing what activities you dedicate your time to. This will help you prioritize where your time goes and how to make the most effective use of your time throughout the week.

Laura's TEDTalk [link](#)

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