



## **Tips and Tools for Sociologists**

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### **Time Management**

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From: Fleet, Joan, and Denise Reaume

1994 Power Over Time: Student success with Time Management, Toronto: Harcourt, Brace, and Co.

- Set Your Goals
- Plan Ahead and Record Important Events
- Locate Useful Resources
- Find and Use a Good Work Location
- Know and Use your "Best Times"
- Make "To Do" Lists
- Flag Start Dates
- Subdivide One Large Task into Many Smaller Tasks
- Plan Each Day
- Engage in Time-Saving Tasks
- Be Flexible
- Evaluate Your Progress