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!