



TIME MANAGEMENT

One of the key concepts to learn during your time as an undergraduate student is “Time Management”. Although this might seem like a very simple concept, do you really understand what it means and how it will impact the rest of

your life?

Let’s face it, just by showing up to all of your classes you should be guaranteed to pass, but is that enough? Do you spend more time partying and hanging out with your Brothers or studying for your classes? I found a survey that suggested that you should spend four hours studying for every hour you are in class to guarantee yourself a 4.0 GPA. That means that if you are in class for fifteen hours a week; you should spend forty-five hours a week studying to ensure all A’s. I realize that many of you are not dedicating forty-five hours a week to studying, but how many hours are you dedicating to studying? Is it enough? What you may not realize is that learning to manage your time properly will be a skill that you will use the rest of your life.

Being in the Fraternity is an additional time constraint, and in order for you and your Chapter to be successful, everyone should learn how to manage their time. Start by keeping a calendar or agenda with the places that you absolutely need to be (*ex.* classes, jobs and meetings). Then figure out when you are going to study, eat, exercise and sleep. Once you have your schedule set, the biggest issue is following it. Just writing study from 2:00 pm until 4:00 pm on Thursday in your schedule does not help; the key is to follow your schedule. This requires a great deal of self-discipline because you will always encounter distractions that will typically be more enticing than studying. With technology today there are many ways to keep appointments in a calendar on your phone and online. Try getting everyone in your Chapter to start using Google Calendars. It is free, it allows you to schedule events and invite others. The event will automatically be placed in that person’s calendar once they accept it. This would be a good way to set study hours, meeting times, fundraisers, charity events, etc. By sending a calendar invite, with a description, you will know that everyone in the Fraternity knows about all events.

Set your goals and be realistic about them. Determine how many hours you are currently spending studying, and if it is less than forty-five hours a week, then try adding an extra hour a day (seven hours a week) and see if your grades improve. Just setting up study hours is not enough; you also have to decide where to study. Remove yourself from other distractions when studying. Go to the library, find an open classroom, go to the park, or go to a coffee house. Regardless of where you go, turn off your cell phone to limit your distractions and focus on studying. If your Chapter does not have study hours, then make a motion at the next meeting to set them up. Reserve a room in the library or

reserve a classroom for the sole purpose of studying, and invite others from your Chapter and/or classes to help you study.

Search the internet and you will find many resources to help you learn how to be more organized and manage your time. There is no one way that works best for all people, so look at the different systems and piece together what works for you. The key is to actively work at managing your time and learning to set realistic time constraints on projects and stick to them. You should set personal goals about how to manage your time, then review your schedule and see if you spent your time the way you planned and if not then adjust your schedule accordingly.

Once you graduate and gain employment, you will need to manage your time properly to balance things like sleep, work, friends, family, bills, and recreation. Regardless of what type of professional employment you obtain, you will need to use your time management skills. Once you have mastered the skill of managing your time effectively, you will be amazed at how it will assist you in your everyday life and how much you can accomplish in a small amount of time.

In the bond,

Dominic J. Mevoli III
Alpha Chi Rho National Scholarship Officer

AXPEF Scholarship Applications

Due APRIL 30th

https://alphachirho.site-ym.com/?page=AXPEF_SCH1

