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Do You Manage Your Time Efficiently?

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Do You Manage Your Time Efficiently?

Time is a vital asset to all college women and must be carefully budgeted, writes Marian Loofe.

For today's college woman, time management has been lifted from the dim recesses of her brain where it was neatly filed under, "for a possible future PTA meeting," and applied to her present living. Extra campus war activities plus heavier class schedules have made her time a precious asset.

As she tries to fit more and more important activities into her crowded schedule, the coed begins to realize that time management is the best answer to her problem.

Because the student cannot foresee unexpected assignments, the weekly plan is the best for an organized time management program. Of course, she will always make allowances for the quarter work which must be done in addition to regular class assignments. A few minutes spent in considering her schedule at the beginning of each week will prevent headaches and lost sleep later.

In preparing a time budget the college woman should begin by writing down the meetings and activities during the week which come at definite hours. From there she can plan her other work. For instance, with a meeting on Tuesday night and several assignments and a paper due on Wednesday she would plan to write the paper over the weekend or on Monday night, according to her other work. Thus, on Wednesday she could turn in her assignments and still look at the world through rested eyes.

A quick once-over of the next day's schedule on the previous night will prove a valuable time saver. The student may jot down on a small card the various things she must do during the day and drop it in her purse to be checked off and added to at any time. A list often can clear a befuddled brain.

It is the coed who uses odd moments during the day for studying who always has her assignments without sacrificing sleep. Those few minutes before meals or while waiting for someone can be used to advantage in making inroads on assignments. Those are the minutes which are invariably wasted chatting over campus gossip or just sitting.

In line with time management are many small energy-saving tricks which go far toward bolstering the traditional pep of the college woman. Assembling all of the ingredients needed for an assignment in a foods laboratory and the efficient arrangement of lab equipment will eliminate many extra movements. Lab equipment which is washed and arranged in left-to-right order before the work is started will mean that lab work may be easily completed in the allotted time.

Study habits will be improved if books, notebooks and papers are arranged in a logical order before beginning to study. This eliminates the jumping up and down for books and papers or running to sharpen pencils. Concentration rather than a running commentary to roommates will also accelerate the study period.

In business and industry time management pays in dollars and cents efficiency. In the busy lives of college women it pays equal dividends in added health and rest, clear thinking and increased achievement in scholastic and extra-curricular work. Time management habits prove invaluable to the professional home economist after graduation.