

Maximizing your Time

Student Workbook



Cal Poly Counseling Services
(805) 756-2511
counseling.calpoly.edu

Table of Contents

Welcome	Page 3
In Session Worksheets	Page 4
Procrastination Avoidance Cycle	Page 5
Reasons We Procrastinate	Page 6
Myths and Misconceptions about Motivation	Page 7
Reframing Statements & Questions	Page 8
Reframing your Thoughts Worksheet	Page 10
Unhelpful Thinking Styles	Page 11
Prioritizing Worksheet	Page 12
Work and Play	Page 13
Maximizing your Time Survival Plan	Page 14
Appendix	Page 19
Self-Care/ Leisure Activities	Page 20
Weekly Schedule	Page 21
Reframing your Thoughts Worksheet	Page 22
Online Resources	Page 24
Apps	Page 24
Books for Further Reading	Page 24

Welcome!

Welcome to **Maximizing your Time**, a fast-paced, 1-session workshop intended to help increase your understanding and knowledge about procrastination, motivation, and time management. The goal is to provide you with some skills to recognize and manage symptoms you may be experiencing. We hope you find it helpful.

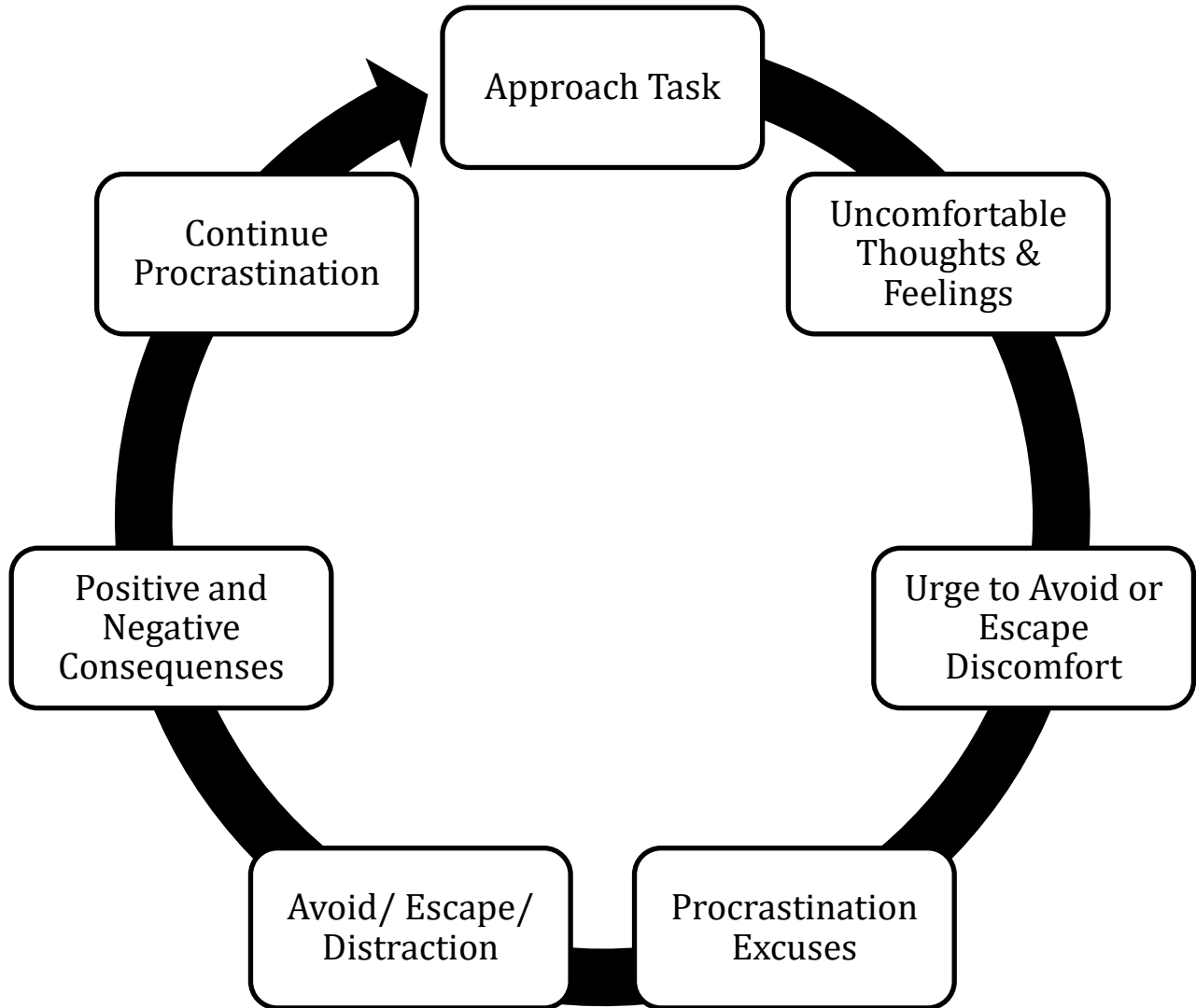
This session will review information about common reasons behind procrastination, including thoughts and behaviors that perpetuate this habit, motivational factors, and techniques to minimize roadblocks.

During the workshop, you will learn about effective time management and self-care. Allow yourself to be open-minded when implementing changes. Remember to practice these skills at home, in order to gain full benefit. In fact, think of this as an act of **survival** that is essential for your overall health! The more that you apply these skills, the more efficient you will be at recognizing your needs and set in place an effective practice that is your own.

If at any time you feel that you need additional support, please let your **Maximizing your Time** leader know or contact Counseling Services at (805)-756-2511. You may also find additional resources online at counseling.calpoly.edu

IN SESSION WORKSHEETS

Procrastination Cycle



Reasons We Procrastinate

- Obligations feel like a burden
- Vague goals/ values
- Stress
- Anxiety
- Sadness
- Other strong emotions
- Indecisiveness
- Self-critical
- Poor confidence
- Perfectionistic
- Discomfort with the task
- Unfamiliar or unsure about expectations
- Procrastination is rewarding; alleviates acute stress
- Feelings of resentment
- Task is too big, unsure where to start
- Task is boring or unsatisfying
- Self-preservation
- Poor organization
- Tired, exhausted
- Need for a greater sense of urgency before starting task
- Other priorities or commitments
- Spreading self too thin
- Working in the wrong environment
- Easily distracted
- Old habits get in the way
- Poor motivation, lack of desire
- Other: _____
- Other: _____
- Other: _____

Myths and Misconceptions about Motivation

Myth	Reality
I have to be motivated to get started on a task	If you are waiting for the mood to strike, you might find yourself waiting for a long time. Motivation can actually be built by getting started and sticking to committed course of action.
Set-backs cause demotivation.	While it's true that set-backs can be stressful, how we chose to respond to these can make a huge difference on our continued level of motivation.
Motivation depends solely on external variables.	Motivation is affected by our environment, but that's not the whole story. Although it can be stressful and overwhelming to respond to outside stressors (e.g., a demanding professor, numerous deadlines,) the way that you respond to these stressors can also impact motivation. The good news is that you have greater control of your response.
I need to feel fear to feel motivated.	Although fear can be a great motivator, sometimes it can also be paralyzing. Using fear as your only mode of motivation can be limiting and exhausting.
I can just try my best!	While this may sound like helpful advice, this is simply not enough. It is helpful to be specific about behaviors that you want to address in order to see clear results.
If I can visualize success, I can achieve it.	Again, this is only partly true. It is not enough to just think positively without having a clear goal in mind of what this actually looks like. The key is to set realistic standards for yourself that seem achievable and can easily be observed.

Reframing Statements & Questions

- Instead of “*I should...*” or “*I have to...*”
Use: “*I choose to...*”, “*I decided...*”, “*I would like to*”, or “*I will*”
Example: “*I have to finish this paper today or I’m screwed*”
“*I would like to get this paper finish*”
- Instead of “*I must finish*”
Use: “*When can I start?*”
- Instead of “*This project is too big*”
Use: “*I can take one small step.*”
- Instead of “*I must be perfect...*”
Use: “*What can I reasonably ask myself to do right now?*” or “*I can be human and make mistakes.*”
- Instead of “*I don’t have any time to relax*”
 - Use: “*I will make time for myself*”
- Instead of “*If this is not perfect, then I have failed*”
 - Use: “*I can try my best and still do well*” or “*I don’t have to be perfect to succeed*”
- Instead of “*I will never pass this test*”
 - Use: “*I would like to do well, I can study and get help*”
- Instead of “*My professor will think I’m stupid*”
 - Use: “*My professor is there to help me*”
- Instead of “*My parents are going to be disappointed*”
 - Use: “*I can talk to my parents and they could be understanding*”
- Instead of “*I am such an idiot*”
 - Use: “*There are things that I’m good at and things that I need to work on*”

If you are feeling stuck when trying to reframe your self-talk, it could be helpful to ask yourself the following questions:

1. What are other ways of looking at this situation?
2. Am I looking at the whole picture?
3. What might be a more helpful way of picturing this situation?
4. What is the probability that my thoughts will happen? What are some other things that could happen that are equally or more probable?
5. Have I had any experiences in the past that suggests that this thought might not be *completely* true *all* of the time?
6. Can I really predict the future? Is it helpful to try? What can I do instead?
7. Could I be exaggerating how bad the result might be? What might be more realistic?
8. Can I read people's minds? What else could they be thinking?
9. What would I tell a friend if they had this thought?

Reframing your Thoughts Worksheet

Thought	Type of unhelpful style	Evidence for this thought	Evidence against this thought	Reframe
<i>I will never understand this</i>	Fortune Telling	<i>The book is hard to read</i> <i>My peers are struggling as well</i>	<i>Last time I thought this, I just needed to take more time.</i> <i>When I ask for help, I am more likely to get it.</i>	<i>I just need to step back before I give up.</i> <i>I can continue trying.</i> <i>I am feeling nervous, but I can handle this.</i>

Unhelpful Thinking Styles

All or nothing thinking



Sometimes called 'black and white thinking'

If I'm not perfect I have failed


Either I do it right or not at all

Over-generalizing



Seeing a pattern based upon a single event, or being overly broad in the conclusions we draw

Mental filter



Only paying attention to certain types of evidence.

Noticing our failures but not seeing our successes

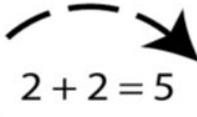
Disqualifying the positive



Discounting the good things that have happened or that you have done for some reason or another

That doesn't count

Jumping to conclusions



There are two key types of jumping to conclusions:


- **Mind reading** (imagining we know what others are thinking)
- **Fortune telling** (predicting the future)

Magnification (catastrophizing) & minimization



Blowing things out of proportion (catastrophizing), or inappropriately shrinking something to make it seem less important

Emotional reasoning



Assuming that because we feel a certain way what we think must be true.


I feel embarrassed so I must be an idiot

should must

Using critical words like 'should', 'must', or 'ought' can make us feel guilty, or like we have already failed

If we apply 'shoulds' to other people the result is often frustration

Labeling



Assigning labels to ourselves or other people

I'm a loser

I'm completely useless

They're such an idiot

Personalization

"this is my fault"

Blaming yourself or taking responsibility for something that wasn't completely your fault. Conversely, blaming other people for something that was your fault.

Prioritizing Worksheet (Sample)

Time period 1 Week

	URGENT	NOT URGENT
IMPORTANT	DO IMMEDIATELY <hr/> <ul style="list-style-type: none"> • Group Presentation (due tomorrow afternoon) • Biology Readings (due tomorrow morning) • Self-Care (Eating, breaks) • Meet with Professor (office hours today) <hr/>	DECIDE: PLAN OR SCHEDULE <hr/> <ul style="list-style-type: none"> • Finals (Next Week) • Essay (Due Friday) • Organic Chemistry chapter readings (next Monday) • Exercise <hr/> <hr/>
	NOT IMPORTANT	DELEGATE IF POSSIBLE <hr/> <ul style="list-style-type: none"> • Club meeting today (ask a friend to take notes for you) • Other possible interruptions (put your phone on "Do not disturb" Mode) <hr/> <hr/>

© Copyright resourcefulmanager.com

Work and Play

Today	This Week
Tasks	
Group Presentation: <ul style="list-style-type: none"> ○ Outline ○ Power point slides ○ Personal notes ○ Revisions 	Study for 3 Finals <ul style="list-style-type: none"> ○ Create Study Guide ○ Set up study groups ○ Microbiology (personal deadline Wednesday) ○ Biology (personal deadline Friday) ○ Organic Chemistry (personal deadline next Tuesday)
Biology Readings <ul style="list-style-type: none"> ○ Pages 56-60 ○ Pages 60-65 ○ Pages 65-69 	Essay <ul style="list-style-type: none"> ○ Research ○ Outline ○ Intro ○ Body ○ Conclusion ○ Revisions ○ References
Meet with Professor	
Rewards	
15-30 minute break	Dinner with friends
Go for walk	Trip to the beach
Catch up with a friend via text	Buy yourself a treat
Play a game	
Take a soothing bath	
Watch an episode of your favorite television show	

**Daily rewards are scattered intermittently between task components; Weekly rewards are applied at end of week once most goals are met*

Maximizing your Time Survival Plan

1. Things I need to do today:

2. Things I need to do this week:

3. Reasons I procrastinate:

4. Procrastination excuses I make:

5. Procrastination activities I engage in:

6. Daily Goals:

- Realistic
- Small, incremental
- Observable, concrete
- Flexible

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

7. Prioritizing tasks:

Time period _____

	URGENT	NOT URGENT
IMPORTANT	DO IMMEDIATELY _____ _____ _____ _____ _____ _____ _____ _____ _____	DECIDE: PLAN OR SCHEDULE _____ _____ _____ _____ _____ _____ _____ _____ _____
NOT IMPORTANT	DELEGATE IF POSSIBLE _____ _____ _____ _____ _____ _____ _____ _____ _____	DUMP _____ _____ _____ _____ _____ _____ _____ _____ _____

© Copyright resourcefulmanager.com

8. My self-care plan (refer to appendix for more ideas):

- Meals
- Exercise
- Sleep
- Relaxation
- Leisure
- Rewards

Activities that are fun:

Activities that are relaxing:

Other incentives:

Today	This Week
Tasks	
Rewards	

9. How I will track my success (e.g., journal, chart, log): _____

Weekly Schedule (for planning or tracking)

Time	Monday Date:	Tuesday Date:	Wed Date:	Thursday Date:	Friday Date:	Saturday Date:	Sunday Date:
6-6:59am							
7-7:59am							
8-8:59am							
9-9:59am							
10-10:59am							
11-11:59am							
Noon							
1-1:59pm							
2-2:59pm							
3-3:59pm							
4-4:59pm							
5-5:59pm							
6-6:59pm							
7-7:59pm							
8-8:59pm							
9-9:59pm							
10-10:59pm							
11-11:59pm							
Midnight							

APPENDIX

Supplemental Materials

Self-Care/ Leisure Activities

Acting	Amusing people	Attending a concert	Beachcombing	Being alone	Being with animals	Being at the beach
Being complimented	Being coached	Being counseled	Being in the country	Being at a family get-together	Being at a fraternity/sorority	Being with friends
Being with happy people	Being in the mountains	Being with my roommate	Being with someone I love	Being told I am loved	Being with my parents	Bird-watching
Boating/canoeing	Budgeting my time	Buying things for myself	Buying something for someone	Camping	Caring for plants	Canning/ Making preserves
Cheering for something	Collecting things	Combing/ brushing my hair	Completing a difficult task	Complimenting or praising someone	Cooking	Counseling someone
Dancing	Dating someone I like	Designing/ Drafting	Discussing my favorite hobby	Doing art work	Doing experiments	Doing favors for people I like
Doing housework	Dreaming at night	Driving long distances	Eating good meals	Exploring/ Hiking	Expressing love to someone	Feeling the presence of a Higher Power
Fishing	Fixing machines	Gardening/ Doing yardwork	Gathering natural objects	Giving gifts	Giving a party for someone	Getting up early
Getting massages	Giving massages	Going to an amusement park/ zoo	Going to a barber/ beautician	Going to a concert	Going to lectures	Going to a luncheon/ potluck
Going to a health club/ sauna/spa	Going to the movies	Going to a museum	Going on nature walks/ field trips	Going to a play	Going to a restaurant	Going to a reunion
Going to a spiritual/ peaceful place	Going to a sports event	Having coffee/tea with friends	Having daydreams	Having friends over to visit	Having a lively talk	Having lunch with friends
Having an original idea	Having spare time	Hearing jokes	Helping someone	Hiking	Horseback riding	Improving my health
Kicking sand/ pebbles/leaves	Kissing	Knitting/ crocheting	Laughing	Learning something new	Listening to the radio	Listening to music
Looking at the stars/ moon	Making charitable donations	Making food to give away	Making a new friend	Meditating/ Doing yoga	Planning or organizing something	Playing sports
Playing cards	Playing music	Playing with a pet	Playing in nature	Playing a board game/ chess	Photography	Repairing things
Reading	Reminiscing	Riding in a plane	Running/ jogging	Saying prayers	Seeing beautiful scenery	Seeing old friends
Sewing	Shaving	Singing	Sleeping late	Smelling a flower or plant	Seeing good things happen to people	Solving a puzzle/ crossword
Speaking a foreign language	Staying up late	Smiling at people	Taking a bath	Using my strengths	Watching TV	Writing in a journal

Weekly Schedule (for planning or tracking)

Time	Monday Date:	Tuesday Date:	Wed Date:	Thursday Date:	Friday Date:	Saturday Date:	Sunday Date:
6-6:59am							
7-7:59am							
8-8:59am							
9-9:59am							
10-10:59am							
11-11:59am							
Noon							
1-1:59pm							
2-2:59pm							
3-3:59pm							
4-4:59pm							
5-5:59pm							
6-6:59pm							
7-7:59pm							
8-8:59pm							
9-9:59pm							
10-10:59pm							
11-11:59pm							
Midnight							

Reframing your Thoughts Worksheet

Thought	Type of unhelpful style	Evidence for this thought	Evidence against this thought	Reframe <i>(What are other ways of looking at this? What is the bigger picture?)</i>
<i>I will never understand this</i>	Fortune Telling	<i>The book is hard to read</i> <i>My peers are struggling as well</i>	<i>Last time I thought this, I just needed to take more time.</i> <i>When I ask for help, I am more likely to get it.</i>	<i>I just need to step back before I give up.</i> <i>I can continue trying.</i> <i>I am feeling nervous, but I can handle this.</i>

Reframing your Thoughts Worksheet

Thought	Type of unhelpful style	Evidence for this thought	Evidence against this thought	Reframe <i>(What are other ways of looking at this? What is the bigger picture?)</i>
<i>I will never understand this</i>	Fortune Telling	<i>The book is hard to read My peers are struggling as well</i>	<i>Last time I thought this, I just needed to take more time. When I ask for help, I am more likely to get it.</i>	<i>I just need to step back before I give up. I can continue trying. I am feeling nervous, but I can handle this.</i>

Online Resources

Cal Poly Academic Skills Center- Study Skills Library

<http://sas.calpoly.edu/asc/ssl.html>

Study Guides and Strategies

<http://www.studygs.net/timman.htm>

Mind Tools- Time management

<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Time-Management-Resource-Links.aspx>

Centre for Clinical Interventions: Put Off Procrastination

http://www.cci.health.wa.gov.au/resources/infopax.cfm?Info_ID=50

Apps for your Smartphone, Tablet, or Computer

Breathe2relax

Evernote

Focus Booster

iStudiez

Mood Tools

My Life Organized

My Effectiveness (android)

Productive- Habit Tracker and Goals Reminder (i-tunes)

Rescue Time

Take a break!

Time Camp

Books for Further Reading

The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play by Neil Fiore (2007)

Procrastination: Why You Do It, What to Do About It Now by Jane B. Burka & Lenora M. Yuen (2008)

College Rules!, 4th Edition: How to Study, Survive, and Succeed in College by Sherrie Nist-Olejnik & Jodi Patrick Holschuh (2016)

The Relaxation & Stress Reduction Workbook by Davis, Robbins, Eshelman & McKay (2008)