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BETTER THAN GOLD

EFFECTIVE TIPS TO TAKE CONTROL OF YOUR TIME AND SUCCEED IN COLLEGE

BETTER THAN GOLD

Lenny Richardson

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Time is the Most Valuable Thing a Man Can Spend

~Theophrastus

Foreword

At the time of writing this Foreword, in 2020, I've found that the information in this book goes beyond the scope of the standard college student. Arguably, many of the characteristics and habits we learn or adopt in college stay with us for most of our lives or the rest of our lives. Out of all the habits and techniques that are beneficial, I've discovered that time-management is still one of, if not *the* greatest tool in our tool belt. To manage one's time effectively is to tackle each and every day with purpose and efficiency. It goes without saying that time management can allow one to simple progress through life far faster than one without adequate time management abilities. It's a scalable ability.

For that reason, I decided to come back to this small eBook that I wrote around 2014 and update it a bit. While the intended audience is still primarily for college students, my goal is to make it accessible for everyone to read and learn from. Afterall, time is always moving forward regardless of your age. Doesn't it make sense to understand the most effective ways to utilize it?

With that being said, if you're a college student reading this, I hope you don't think lightly of the techniques and concepts in this book. They may sound simple but the effectively use these traits in your life is a massive game changer when it comes to what you can ultimately produce in your daily affairs both at home or at work.

If your college days are behind you or if you opted out of college, this book still applies. Use these techniques often and make them a habit. At the end of the day, we all started with the same 24 hours and it's up to us to maximize those hours. As always, I'm available to talk or message if you have any questions. Please don't hesitate to reach out to me on my website: www.lennyrichardson.online or on my Instagram page: www.instagram.com/leviticusrich , which is where most I'm currently easily and directly accessible.

Introduction

At its core, college is designed to teach you skills that you can effectively utilize in the future. Beyond what one would expect to learn from the courses they take, there's another aspect of college that's arguably more critical than the academic component—the personal development component. It's imperative to grow mentally and emotionally while in college. Ultimately, your task is to learn about the world around you by engaging and involving yourself with other people that are both similar and different. College shouldn't function as a cognitive bubble in which members of a group are surrounded by likeminded peers. Consider it a melting pot. The institution should be a hub of intellectuals from various backgrounds with varying perspectives and ideologies interacting in order to discuss ideas and progress towards *truth*. To seek truth is one of the highest forms of personal development in my opinion. It's an ongoing process that never truly ends. Ideology aside, in order for one to achieve any significant level of self-mastery or personal development, there's a concept that must be understood. This concept acts as the ultimate aid when it comes to accomplishing goals in life. Understanding this concept and how to utilize it can make life much simpler. Not understanding this concept can certainly make life far more difficult.

Throughout my college life and beyond, I've learned a variety of lessons. Undeniably, one of the most important lessons I've come to learn is that *time* is the ultimate resource It is the aforementioned concept that either creates or destroys. That's right! Not the people you know. Not your family. And not how much money you have! While those attributes are all important, what it all comes back to in the end is the amount of time you have.

The truth is, as many of us get to college, we struggle a little. Without warning, there's so much thrown at us and we're given very little time to react to each situation. As a result, poor grades surface and stress consumes us. We quickly learn that the techniques and skills that worked in high school might not work as effectively in college. Don't stress yourself out too much. Hope is not lost! What if I told you that successfully budgeting your time is the main component that truly separates an average or mediocre student from an expert student that easily dominates their classes?

As you progress through college, you'll meet a variety of students with a variety of endeavors. Some will simply take classes and retreat to their rooms or maybe hang out with their friends in their spare time. Others may struggle heavily with the basics of college life and their core classes. Then there are the others that you'll meet that seem to be nigh superhuman. You'll quickly spot this type of student as he/she will be a core member of several organizations and committees,

maintain above a 3.5 GPA, be in a high-quality relationship, and will still manage to secure a solid job immediately after graduation. You'd think they've been doing this all of their lives.

Can you guess what the difference is between these three groups of students? The third group of students were far more effective in handling their time. That's really it! It's not a higher IQ. It's not better genetics. It's not an exploitation of the system or anything crazy like that. ***The missing key that separates an ordinary student from a high quality, super-student is their ability to manage and control their time.***

I decided to write this small book as a way to communicate my beliefs on why time is essential to students during and after college. Certainly, anyone reading this can be aware of how important time is as a concept. However, I don't think the majority of us truly grasp just how powerful, yet limited, this priceless resource truly is.

Over the course of this book, my goal is to persuade and challenge you to view your own time as a resource that's more important than anything else on the planet. Consider every second you have to be an invaluable resource that's constantly depleting. I also wish to provide some valuable tips and insight on how

you can become a *time manipulator* and use your 24 hours with far more competence.

Before we continue, I want to make things clear: **It won't be easy**!

At this point, you've probably been ingrained with the habit of succumbing to the appeal of time-wasters. These time-wasters, like Facebook, video games, YouTube, and television, sap away your precious time and limit your productivity.

Essentially, this is the product of a crappy routine—years and years of repeating the same easy, inefficient practices day after day. Never fear! I have faith that you can be the productive, task-crushing machine that I know lies deep down within you. All it takes is a little bit of time mixed with a bit of genuine effort. This book will be split into two parts. The first part will focus on the general importance of time management and how others have used this great skill to their advantage. You will also learn specific ways to use time that will make you a better student and a better overall person.

Part two will break down the theory of time management and give you practical tips and lessons to improve and harness your skills. This section will require a little more effort on your part! While it will probably not be a huge jump from your comfort zone, it will require a little bit of practice, patience, and discipline in order to rewrite and undo the effect of years of poor routine. Most

importantly, you will need to be consistent when implementing these techniques. Simply doing things once isn't enough. You will be required to utilize these skills daily in order to override bad habits. Hopefully, this book serves you well and makes you a better student and a greater person. Enjoy!

Part I

My Thoughts on Time

As an adolescent, time was not a primary concern of mine. As a result, I took its value for granted. For the majority of us, *time* is not something that's actively thought about. Perhaps this might be due to it being a more abstract concept that's not physically staring back at us.

Nevertheless, it tends to be taken for granted. Throughout my college years, I was a habitual time waster. Whether it was mindlessly scrolling through Facebook, binge-watching Netflix, or playing video games ceaselessly, my time was never truly spent doing things that were otherwise productive. Don't get me wrong. When done in moderation, things like Netflix and video games can be fine and are actually great for relaxation. However, when hours at a time are dedicated to the activity with no absolute goal in mind, it's safe to say that those hours are being tossed away.

Eventually, I found a moment of clarity. During this period, I sat down and asked myself the big questions. *What did I want out of life? How would I get there? What was most important to me?* These questions allowed me to strip away the veil surrounding the concept of time and really think about what it meant. From

that point on I saw time as a sort of magical gem—a *philosopher's stone* so to speak.

What is a philosopher's stone, you might ask?

Well, a philosopher's stone was a tool sought after in the Middle Ages that was believed to be the ultimate resource. Essentially, this item had the ability to turn an object like lead into gold—which is what made this item such a treasure to find. As one could imagine, this rock would be extremely valuable. In my eyes, time contains the same principle—being a valuable resource. Realistically, it was its own currency and was the most valuable thing one could possess.

With this insight came a dichotomy. On the bright side, it's inherent value never expanded nor deteriorated. On the negative side, it's easily lost and is irretrievable. Taken together, it's easier to understand and appreciate time's overall potential. It was at that point that I began to see the world around me with a brand-new lens. I no longer underestimated how powerful of a tool time was. For this reason, I encourage others to try and see things in the same manner. I wish, at the very least, to allow people to really appreciate their time and comprehend just how valuable it is to them. ***Time is a philosopher's stone. With time as a catalyst, anything can be constructed from something else.***

Why Time Management is so Important

Each day is composed of 24 hours. Deconstruct that and you have 1440 minutes. Taken a step further and that's 86, 400 seconds. While numerically, that may seem to be a lot of time, realistically it can be very limiting. I'm sure if you've once thought, *if only I had* ***more*** *time in the day. I'd get so much more done.*

But take a moment. Truly think about that statement.

At this point, you've realized that there's only a few things that can be done in the day. Between important tasks, necessary chores, having a social life, mental bandwidth and fatigue being a limiting factor, and undergoing duties that are absolutely essential for humans like sleeping and eating, the hours of your day are quickly consumed. However, the issue isn't with time itself.

The thing people often forget is that everyone is afforded the same amount of time. As the great equalizer, time is one of the few things in life that each person holds standard. What this means is that how you manipulate each hour of your day is far more vital than the hours available.

I want you to imagine the following scenario. Consider what you would do. One day, you wake up to discover that each day is twice as long. This applies to everyone. Rather than only have 24 hours, everyone has 48 hours. Assume that in this fictitious world, everyone decided to maintain the same work schedule. Everyone has twice as many hours to accomplish the exact same number of tasks.

The question becomes: *What would you do?* Realistically speaking, I think the majority of us wouldn't really change our habits too much. Those with productive tendencies would likely remain productive while the unproductive would likewise remain unproductive. While we say that we'd accomplish more, I have a hunch that we'd achieve, relatively, about the exact same amount if not less. **The reason: time is taken for granted. We often forget that our precious hours and minutes are always decreasing with no means of reclaiming them.**

Unlike money, which can be earned or lost constantly, every second is unique and never returns. Once a moment in time disappears, it ceases to exist forever. So, more time isn't the issue. Our focus should be shifted to how we effectively manage our time.

Ask an accomplished individual like a successful entrepreneur or CEO and you'll most likely hear that one of the greatest contributing factors to their success is their ability to structure their day accordingly in order to complete necessary

tasks. In other words, they can prioritize. They understand themselves and what needs to be done and are willing to act appropriately. The objective is action.

Consider the actor Dwayne Johnson for a second. Within the past few years, Dwayne Johnson has achieved major success both on and off of the big screen, even starting his own multi-platform production company known as Seven Bucks Productions. Apart from that, it's often stated that he follows a strict diet that varies based on what project or movie he's working on, maintains a consistent gym routine, and works very long days to fine-tune his roles in films that he's due to appear in.

How can someone achieve so much in a single day? Well, Dwayne Johnson also has been reported to consistently wake up at around 4:30 each morning. He's built a routine for himself and sticks to it. Simply put, he's aware of how much time he has and uses his limited time to his advantage. Now, while it isn't mandatory to have such an extreme schedule, the idea behind this type of time management can objectively apply to everyone. Taking action and effectively considering your time is key!

How Time Management Can Help Students

High School and College brings an onslaught of various assignments and requirements. Each of these have very specific deadlines. In order to achieve success in high school and college, one must be able to manage every task assigned and complete them with a specific degree of effectiveness and punctuality.

Compare yourself to a computer. Much like a computer, your main job is to satisfy the many wants and needs of various users—let's say professors in this instance. On top of that, each demand can only receive a limited amount of attention. As a student, your goal is to diversify and manage your time wisely. Various studies that measure success amongst students conclude that effective time management skills correlate to higher academic performance. Keep this in mind, especially if you have found yourself struggling with classes in the past.

Perhaps it's not you or the material but your *approach* to the material. It is often an accepted idea that a college student must choose between sleep, social life, and studying. The mindset is that while everyone would likely prefer to have all three, only two can be emphasized due to the time constraints in college. Selecting two of the three to prioritize will require sacrifice in the final category, right?

Perhaps not.

Realistically, this doesn't need to be the only scenario. Believe it or not, it is possible to equally possess and maintain a social life, study effectively for every test and quiz, complete your assignments, and still get enough sleep! However, you'll need to manage your habits and carefully be more mindful of how you tackle each day.

Ask yourself the following questions: *Do I have a specific and clear idea of what needs to be accomplished next week? Do I participate in unproductive habits such as excessive drinking or television watching? Am I truly in charge of my time or is it often given to others that may potentially be undeserving? Do I set precise goals for the semester? Do I have daily goals?* If you answered no to any of these, then it's time to take your time management skills up a notch.

Still don't believe me? Well perhaps science can persuade you. Various studies from the early 90s through the early 2000s have been conducted to measure performance among college students. These studies concluded that as a whole, stress was a big part of college due to the pressure being placed on students as well as the overall workload. However, they discovered that students who exhibited a higher awareness of their time while managing to structure their overall days more

accordingly showed a significant correlation with lower overall stress, higher academic performance, and an increased satisfaction in their lives.

What was it about these students that gave them this higher perception of time? The trick is, whether these students knew it or not, they separated *clock time* from *real time*. Now, you may be asking, *Isn't time just time? How can it exist in two different forms?* Well, allow me to explain. **Clock Time is our quantification of time.** When you refer to time using hours, minutes, or seconds you're referring to clock time. On the other hand, **Real Time is your personal perception of time and how it affects you. It is the *relative* passing of time**.

The two are very different.

Try to recall a moment when you've been stuck in a class that just drags on for what feels like forever. What may have felt like fifteen minutes may have only been three minutes. Or, perhaps you're having fun with some old friends and time seems to fly by. What felt like twenty minutes was two hours in actuality.

These are both examples of Real Time. The trick is to utilize Real Time and Clock Time in unison to your advantage just like the students did. The most effective way to do this: Use the right tools for the job!

PART II

The Tools of Time

Now that you understand why managing your time is so important and crucial, I'm going to provide you with the skills and information to handle your time and write your ticket to academic success. As you go through these skills, keep in mind that time management isn't necessarily a talent that can truly be mastered. Consider it more like a loyal pet. You need to cater to its needs, groom it, and sometimes reinforce the good qualities while attempting to eliminate the bad qualities. Stay committed to your efforts and understand that as you change and as your daily needs change, your time management habits will need to adapt and change as well.

Manage your Workspace

Imagine this scenario. You have an exam two days from now. It's fine, you still have quite a bit of time. The only things you really need are your notes and the study guide your teacher handed out last week. There's only one problem: you can't find either of those things. You dig through your backpack and your collection of loose papers. Thirty minutes go by and eventually you find your study materials.

While this isn't an extreme example of disorganization, it's important to note how much time was lost in this scenario. Remember, the objective here is to use your time wisely and efficiently—all of it.

Losing even thirty minutes could prove harmful over the course of the day. ***Your workplace will ultimately influence the quality of your work.***

Similar to multitasking's effects on your brain (something that I'll discuss later), clutter in your workspace has the potential to hinder your senses and functionality. Consequently, this can cause you to become less productive and overall, less creative. Various studies regarding performance in different workspace conditions suggest that those in messy environments tend to get more easily frustrated and less enduring as they attempt to complete their tasks—another

issue that can consume precious time. This overall inability to complete tasks effectively is referred to as *self-regulation*, or the exhaustion of mental resources.

Ultimately, being able to quickly locate necessary items will decrease the chances of self-regulation occurring which will help keep you on track and focused. It's important to note that what qualifies as messy or disorganized varies heavily from person to person. Some people can't function if even a slight object is out of place. Meanwhile, there are some that can have items scattered all around their workspace and function at optimal levels.

Disorganization is subjective to the individual.

The key is to understand yourself and what qualifies as too disorganized. If you can easily find items with little to no delay, then you're fine. If not, it might be time to organize yourself. Also, I'd recommend trying to be more organized even if you're a habitually messy person.

Personally, I consider myself a fairly cluttered individual when it comes to my workspace. In the past, this wasn't a big issue as I generally knew where to find specific things amidst the chaos. However, as I began to implement this part of time management and organize my workspace with more skill, I began to discover a personal harmony that came with this—a sort of feng-shui, so to speak. My mind would become free of all distractions and I wouldn't get bothered or

bogged down by miniscule issues. Now, I can consistently work for hours straight without feeling overwhelmed or frustrated.

It makes a significant difference when your mind is able to stay on track without being overwhelmed by various mental strains. But that's easier said than done, right? True! But consider the following idea. If you can organize your events the way you organize your workspace then you'll find the process that much easier.

Organize your Rocks

Imagine you've been given a jar. Your objective is to fill up this jar with a finite amount of water, sand, pebbles, and big rocks. You're told that's it's possible to fit every component into this jar without any overflow. Initially, you decide to put the water in first. Next, the pebbles and then follow with the sand. Finally, you attempt to put in the remainder of your items: several large rocks, only to realize that they won't all fit. Some rocks will need to be left out. *What went wrong?* In a nutshell, this is how people choose to tackle their tasks on a daily basis.

Stephen Covey's book: *First Things First* provides this amazing concept of organizing your rocks. The jar represents the total amount of time you have in a single day. The water represents unimportant activities such as constantly using social media or maybe watching television. The pebbles represent relatively important work albeit work that isn't urgent or immediately demanding and can be accomplished at a later date. This could be a personal project that needs to be done in a month or two. The sand that follows represents minutely important tasks such as checking email or maybe reading an article that's not immediately beneficial. Those tasks are still somewhat productive, but they don't require your immediate

attention. Finally, you have the big rocks. These are the extremely important tasks that require your immediate attention. For a student, this could be an exam that's only three days away that you need to study for or perhaps a paper due tomorrow.

Remember, you only have a certain amount of time in a day and can only accomplish a certain volume of duties. Prioritize your big rocks! Put them in the jar first! **Tackle your biggest, most important projects and assignments early in the day while your brain is fresh and at its peak.** As you organize your rocks, just like with the jar example, you'll realize that it's possible to tackle every task in the day, or in this case, fill the jar up with every item. Sometimes, it just requires a little shifting, planning, and strategic maneuvering.

Another way to organize your rocks is to deconstruct them by reducing your large rocks into tiny pebbles. Each of your big tasks and projects will most likely require you to perform a variety of steps in order to completely finish the task. As mentioned in the above example, you might have a big paper approaching. In order to complete the paper, it might be necessary to read about the subject matter, take notes, outline the paper's structure, and finally write it. Now, you could do this all at once, tackling each tiny step in one sitting without organization. However, the more efficient method is to break the overall task into small pieces that are more manageable, completing the assignment in its entirety over time.

Take an hour or two on one day to do research and take notes. Perhaps the next day you can make an outline. Then, once all of that's complete, you can begin to write the paper maybe taking it paragraph by paragraph. Not only will this cause you less stress in the long run, but this method also allows you to really create quality work without the need to rush anything or procrastinate. Of course, this all requires proper planning, which in large part leads to the next tool: *setting deadlines*.

Set Deadlines

This technique is extremely easy to implement and very important. However, it is shocking to witness how few college students practice this skill. Now, in part, the work is slightly done for you. Amidst the demands of college, you're forced to complete various tasks. Each task usually has an assigned due date provided. Perhaps the deadlines were presented in the syllabus (which you should definitely read and take seriously) or through word-of-mouth by a professor. No matter the means, there's a definitive deadline that you should take into consideration.

Take this a step further. Focusing on when the assignment must be completed can often lead to procrastination. Students tend to *overestimate* how much time they really have for assignments. In the end, what often occurs is that other professors will also assign coursework that may be due on the same day or around the same time. If you wait too long, you risk turning in subpar work or even worse—you may end up not completing an assignment. Don't fall into the trap!

Instead, *set micro-deadlines*. Micro-deadlines are another form of organizing yourself. Let's say you have a six-page paper due in seven days. While the paper is due in a week, as I mentioned, you'd be better off tackling the paper step-by-step.

This concept is conceived from the idea of Parkinson's Law, which states that *work will expand and contract to fit the amount of time we have for it*. To put it more simply, if a task absolutely needs to be done in a day, we find a way to finish it in a day. Similarly, if it requires a week, we stretch out the task to get it done in a week. The amount of work doesn't necessarily change. Rather, the haste we make for the task is what ultimately changes.

The beauty of setting micro-deadlines is that you essentially shorten the amount of time you have in order to allow efficient and consistent progress. Perhaps a deadline can be set to have the rough draft done in a day. From there, you can begin writing and have half of the paper completed by day three. By day five you've virtually completed the paper, but you just need to review. Finally, by day six, you can review the paper, make any last-minute edits, and then have the paper ready for submission by day seven. Setting these small deadlines help to keep you organized while also keeping you on track.

Using this method, you're aware of what needs to be done and the additional time used in the visualization process helps keep you focused. Your time is being used more efficiently and your final product will be of a higher quality. Keep in mind that the main key to successfully utilizing deadlines is yourself. If you don't hold yourself to a higher standard, no amount of scheduling or deadlines will work!

Get It Started!!

At this point, we've organized your workplace, put what needs to be done into perspective, and set the framework in to place to get everything done. Now for the easiest but hardest method: *Actually getting to work*. Why is it the easiest? Well, it doesn't require much more than simple action. If that's the case, why is it also the hardest part? It's difficult because it requires that initial action, which places you at the mercy of your own willpower.

Most of the time, planning on a future task is easy. It may not take too long to visualize the action and the reward. The actual process of following through with a project or goal is the difficult part. But you're an efficient and productive college student. In addition, be aware that the work is mostly done. You know what the end result looks like so what's holding you back?

Pomodoro

Get your timer ready! It's time to learn about the technique that'll boost your productivity tenfold and allow you to really let your time work for you. In the 1980s a man by the name of Francesco Cirillo was a business student enrolled at the Guido Carli International University in Rome. Francesco would go on to discover that by timing his tasks accordingly in set intervals, he could boost his overall levels of productivity. He would continue to implement this technique in his job as a software developer and declare the name of the technique: Pomodoro. The Pomodoro technique, named after the tomato shaped timer, used by Francesco Cirillo, consists of committing yourself to a single task at a time for a set period of time in multiple cycles.

Remember when I mentioned setting micro-deadlines earlier in a previous chapter? At that point, you were merely planting seeds. Pomodoro is the perfect fertilizer that'll guarantee a bountiful return of your harvest.

Now, let's breakdown the technique itself. As a whole, Pomodoro is composed of about five main elements that are designed to keep you focused on the current task without the potential of burning out, growing tired, or becoming overwhelmed. The best thing about learning this technique at this point is that

you've already mastered most of the basic steps individually if you've been following along. You only need to combine each piece together and execute! Now, let's break down the five pieces of Pomodoro.

Define the task

In order to focus on a task, you need to know what you're focusing on. It's as simple as that. By this point, doing so shouldn't be too much of an issue. You know what you have to do.

Set the Timer

Once you've zeroed in on what specific task you wish to complete, set the timer. The Pomodoro method encourages a twenty-five-minute session of high quality, focused effort. This duration of time is long enough to get a massive amount of work done while also short enough to prevent someone from getting too easily distracted.

Focus until the timer runs out

This is where the effort really comes into play. Work hard and work consistently. You'll be surprised at what you can accomplish in only twenty-five minutes. Even if you initially find yourself absent-minded and unable to get any productive work done, keep trying until the 25 minutes are complete. It's likely that after the first 10-20 minutes, the creative juices will start to flow, and you'll find yourself in a state of solid performance.

Break for 5 minutes

Once you have reached twenty-five minutes, take a short break and allow your mind to unwind for a moment. Remember, willpower is like a muscle and much like muscle building, it's important to rest in between sets and allow your muscles time to refresh itself before the next set. You don't want to burnout and ultimately sabotage your own efforts.

Work for another twenty-five minutes

Once your break is complete, get back to work. Remember, focus is the key! Once you've gone through four complete cycles, reward

yourself with a much longer break of about fifteen to twenty minutes to really de-stress.

I use this technique all the time with virtually any task I need to complete, and it works wonders! From personal experience, there is just something refreshing about knowing that there will be a time to refresh after a session of high input. Much like any skill, the more you do it, the more you improve. And the more you improve, the greater your overall output.

You'll find that as you begin to implement this technique, you'll unlock a sort of superpower. It might not be web slinging, flight, or even heat vision but you will be able to perform the great feat of completing multiple tasks effectively in a short duration of time. I would say that that's a pretty useful superpower.

The beauty of this technique is that with modern technology, it can be performed virtually anywhere and at any time as long as you have a smartphone with a timer app (which virtually every smartphone has

these days). Personally, I've downloaded the Pomodoro web extension on google chrome and it works perfectly.

If you wish to learn more about the Pomodoro technique and get specifics on how to really implement this skill, visit https://cirillocompany.de/pages/pomodoro-technique for more detailed information.

Keep in mind that there are weaknesses that can prevent the overall usefulness of this amazing technique. In particular, there's one thing that everyone is often guilty of. I must admit, even I fall prey to this weakness: *Multitasking*.

No Multitasking

Sorry to say, but if you want to truly master your time, you're going to need to break the habit of multitasking. What do I mean by multitasking? Basically, I'm referring to the concept of getting distracted by something other than the task at hand. For example, if you're trying to study but you keep checking your phone for Facebook updates, consider yourself to be multitasking. Even when doing something effortless like watching television, you'd be amazed at how often people check their Instagram or Facebook every ten minutes. Break this habit immediately!

Scientifically, the majority of us are unable to really focus on more than one task at a time. Even things like listening to music with lyrics while reading or writing can be considered multitasking. Perhaps you might consider yourself good at multitasking (and maybe you are one of the rare few). I'm here to let you know that most likely you're hurting yourself in the long run and robbing yourself of precious time.

Trust me, I was an extreme multitasker. While doing an assignment I would often have the television on in the background while playing music and checking Facebook every five minutes for several minutes at a time.

It would take me about twenty minutes to an hour to complete the aforementioned assignment. While initially, I thought I was being productive, it wasn't until I stopped multitasking that I realized how quickly the work could be completed. The same task that once required an hour now only took ten to twenty minutes. On top of that, the finished product was better when I really focused and took less time. Consider that. Less time required! More time for things you enjoy! Better output! You're winning in every category! So, in case you've forgotten, allow me to reiterate, No Multitasking!

Finish What You Started

There are tasks that are an absolute pain to complete. Perhaps the task is just difficult or maybe fear consumes you and gives you anxiety about the finished product. Maybe you've even grown lazy or bored with the task. Whatever the reason, it's important to finish what you started. Humans are hardwired to desire the completion of tasks. This phenomenon is known as the Zeigarnik Effect, named after the psychologist Bluma Zeigarnik.

In summary, we are more likely to remember a compelling task, usually, when we don't complete it. In reality, the tasks we don't complete tend to be far more memorable than the ones we do complete. This is the same reason why television cliffhangers compel us to binge and why they work well as a technique to keep us watching a series.

There's a deep sense of insufficiency—we're unhappy with not knowing the complete outcome so our brain craves closure and resolution. When we choose not to complete something, a specific form of apprehension begins to consume us, which ultimately leads to stress. Too much bad stress can have a snowball effect and consequently result in poor execution on future tasks or even hinder us from starting new tasks.

Conclusion

At the end of the day, these tools are not the sole methods for taking control of your time. However, I believe that the methods and tools provided are a great foundation to build upon. As I mentioned earlier, managing your time is a skill that needs to be learned. It requires diligent practice each day with an emphasis being placed on always improving. Hopefully you can use these tips and tools to not only be more productive in school but also in life in general as time management is always vital.

Furthermore, I want to say thank you for taking the time out of your day to read this book. I hope it serves you well. If you would like to view some other helpful guides and resources be sure to check out my blog over at www.lennyrichardson.online. And if you wish to send me a personal email, I highly encourage you to do so using the form on the website for more questions specific to the blog, marketing, business, academics, or anything else that comes to mind. Good luck on your academic journey! Remember to remain a lifelong learner and always stay positive!