

# Time Management for College Students

Michael Gowin  
Associate Professor of Business Administration  
mgowin@lccs.edu, x2216  
Lincoln Christian College  
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Remember that time management is really about being effective because:

1. You can't do everything.
2. Your gifts are for others.

As a result, *because I love my neighbor, I must make good choices* about how to use my time and resources. My future service in the Kingdom depends on it.

## Ten Ideas

1. Flow = 15 minutes
2. Multitasking is a myth
3. Eliminate time wasters
4. Get a system
5. Write stuff down
6. Use a calendar
7. Start with a plan
8. Prioritize
9. Create useful land mines
- 10.

## Personal Effectiveness and Time Management Resources

*Stupid, Ugly, Unlucky and Rich* by Richard St. John  
(also published as *8 to be Great*)

*The Seven Habits of Highly Effective People* by Stephen Covey

*Getting Things Done* by David Allen

*The 4-Hour Workweek* by Timothy Ferriss

43folders.com

diyplanner.com

The PMBA Guide to Personal Master Planning  
<http://personalmba.com/guides/>

**NOTE:** You can find quick links to all of these at  
<http://michaelgowin.com/blog/>