## https://www.brandonu.ca/communications/files/Brandon-University-Vertical-Logo-1-Colour-Black-RGB.png Learning Skills, Student Services

Evaluating your Time Troubles

If **family responsibilities** are an issue you might want to try these suggestions:

1. plan activities to keep them busy while you’re doing schoolwork
2. plan “free play” in, no matter how busy you are. Be proactive about your family’s needs to still feel that they a part of your life – it can reduce whining from them and guilt from you!
3. ask family members to help with a *specific task* from school or at home
4. get to know other student parents to exchange play dates
5. get the best babysitters/child care you can
6. remind yourself that this is a stage, and you will miss it later

If **work responsibilities** are an issue, you might want to try these suggestions:

1. make to-do lists for work, just as you will for school
2. study on the job, if you’ve got down time and your employer okays it
3. practice saying NO to added responsibilities
4. keep in mind why you’re working

If **concentration or attention** is an issue, you might want to try these suggestions:

1. work in an area that is designated only for studying
2. get rid of gadgets or pictures in your area
3. don’t answer just *the next* text message, don’t look up *the next* time there’s a noise in the library or down the hall. Controlling your first impulse will be disturbing the first few times, but you’ll eventually get greater concentration
4. try [App Detox](https://play.google.com/store/apps/details?id=de.dfki.appdetox&hl=en), [Flipd](https://www.flipdapp.co/), [OffTime](https://offtime.app/) or [Forest](https://forestapp.cc/) to get control of your phone
5. once you’re in your chair: stay there! Commit to staying put for ½ an hour.
6. if you’re struggling with the content of a course and your time is filled with anxiety rather than productivity, talk to one of our personal counsellors for relaxation techniques and make sure you are using all of the resources at BU (your professor, lab instructor, office hours, IA, peer tutors, learning coaches, Academic Skills Centre, study groups)

If **procrastination** is an issue, you might want to try these suggestions:

1. get away from distractions – especially digital or electronic alerts
2. if you can, use the phone or email for errands/communication rather than driving
3. be specific about your goal or plan. Explore the resource Getting Organized: Setting Smart Goals and use the divide and conquer strategy
4. announce or publicize your plan or goal. Take ownership!
5. make periodic checks of your progress. Which do you want: pretty or progress?
6. once you’ve started, keep going. Resist the temptation to reward yourself with doing nothing until your momentum is gone
7. do what you dislike in short bursts. Plan on working for only 5-10 minutes on what you keep putting off. Small bits will get you there.
8. substitute the inner talk “I should…” with “I’d like to…”
9. substitute the inner talk “I can’t…” with “I can’t YET…”