



**Be BOLD Workshop  
Saturday, February 7, 2009**

**“Unscramble Your Life:  
Balancing & Organizing Your  
School, Social, and Campus Life”**

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## **Why You Should Get Involved**

Being involved is one of the most important aspects of your college education. It allows you to mature personally, socially, intellectually and spiritually. Involvement increases your opportunities for career development by exposing you to various skills that will help when you graduate. Giving your time and talents to an organization will not only help that group, it will make your college experience a valuable and enjoyable one.

## **Facts on Involvement**

- It's good to find a group you feel comfortable in - a student organization, residence hall governments or community service project.
- Students who become involved in organizations are more likely to continue through graduation. They develop ties and friendships, which help them "anchor" into the campus. This acts as a source of support during difficult moments in a student's college career.
- You are likely to meet more people who share similar interests, abilities, or ideals. They can serve as reinforcement of your interests, which often leads to personal satisfaction and a greater sense of purpose.
- You will acquire skills and values to further your growth and development, enabling you to fulfill your civic and social responsibilities in the future.
- The education and personal development you acquire through organizations can be important to your career. Alumni surveys show that the skills students learn through involvement are extremely helpful in getting their first job and in moving up career ladders.

## **How to Get Involved**

- E-mail [studentorgs@wartburg.edu](mailto:studentorgs@wartburg.edu)
- Ask about organizations that pertain to your interests.
- E-mail or call the president or adviser to see if they have a process for joining.
- Make sure to keep track of your academics while you are involved. Your academics should come first. If your grades slip, take a step back and see what your priorities are.
- Graduate with a successful academic record and leadership involvement.

## **We Can Help**

Deciding what group to join can be difficult. If you make informed choices, you can select an organization that will best fit your needs. Involvement planning entails reviewing what you've gained from previous activities and deciding what new skills or abilities you would like to develop. We can assist in this process. Stop by the Student Life office any time.



### Life Priorities

There are 168 hours in every week. If you're going to balance your life you need to know how you want to spend your time, what your priorities are and how you could better use your time. Do this questionnaire in the following manner:

In column A, rank the activities listed; add others if you need to.

In column B, write the number of hours you spend each week (on average).

You may not total more than 168 hours.

<u>Column A</u>	<u>Column B</u>	<u>Activities</u>
_____	_____	Sleep
_____	_____	Eating
_____	_____	Classes
_____	_____	Homework (study 2-3 hrs /week for each hour spent in class)
_____	_____	Part-Time Job
_____	_____	Part-Time Job
_____	_____	Volunteer Activities
_____	_____	Membership in organization _____
_____	_____	Membership in organization _____
_____	_____	Membership in organization _____
_____	_____	Building or maintaining an intimate/permanent relationship
_____	_____	Friendship with _____
_____	_____	Friendship with _____
_____	_____	Friendship with _____
_____	_____	Friendship with _____
_____	_____	Religious/Spiritual Health _____
_____	_____	Household chores (laundry, shopping, cleaning, etc.)
_____	_____	Personal maintenance (showers, shaving, etc.)
_____	_____	Paying bills, correspondence (include e-mail)
_____	_____	Spend time with family
_____	_____	Recreation and entertainment
_____	_____	Reading for pleasure
_____	_____	TV watching
_____	_____	Videogames/Computer games/Web surfing
_____	_____	Time I spend alone to rejuvenate
_____	_____	Classes or workshops (non-credit) to develop skills
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	<b>TOTALS</b>



### **10 Tips for Staying Organized & Prioritized**

1. Use an appointment calendar to keep track of due dates, meetings and activities.
2. Make and use "to do" lists everyday.
3. Set priorities. Categorize "to do" list tasks into high, medium and low priorities, and focus on high priorities first.
4. Divide large tasks into several smaller parts. Focus on a small task to complete one part at a time. This will make a big project feel more manageable.
5. Regularly ask yourself "What is the best use of my time right now?" Do that task.
6. Anticipate deadlines and foreseeable high stress periods (midterms, finals week, deadlines), and plan for extra study hours.
7. Schedule time for breaks. It can be hard to stay focused when you're tired or hungry. Get up and stretch or have a snack. Keep breaks to 10-15 minutes.
8. Make time to take care of yourself. Proper sleep, exercise and nutrition help you stay physically fit and mentally alert.
9. Learn to say "No". Commit yourself only to those activities you have time for. Learn to say "Later". Postpone phone calls, visits from friends and other interruptions or distractions for breaks or after studying.

### **How to Say "No" to Unfair Requests and Demands**

- Be sure where you stand first, i.e., whether you want to say yes or no. If you're not sure, say you need time to think and let the person know when you'll have an answer.
- Ask for clarification if you don't fully understand what is requested of you.
- Be as brief as possible; give a legitimate reason for your refusal, but avoid long elaborate explanations and justifications. Such excuses may be used to argue you out of "no."
- Actually use the word "no" when declining. "No" has more power and is less ambiguous than, "Well, I just don't think so..."
- Make sure your nonverbal gestures mirror your verbal messages. Shake your head when saying "no." Often people unknowingly nod their heads and smile when they are attempting to decline or refuse.
- Use the words "I won't" or "I've decided not to" rather than "I can't" or "I shouldn't". This emphasizes that you have made a choice.
- You may have to decline several times before the person "hears" you. It's not necessary to give a new explanation each time, just repeat "no" and your reason for declining.
- If the person persists even after you've repeated "no" several times, use silence (easier on the phone), or change the topic. You have the right to end the conversation.
- You may want to acknowledge any feelings another has about your refusal: "I know this will be a disappointment to you, but I won't be able to..." However, you don't need to say "I'm sorry" in most situations to apologize for your refusal. Saying "I'm sorry" tends to compromise your basic right to say "no."
- Avoid feeling guilty. It's not up to you to solve others' problems or make them happy. If you don't want to agree to the original request, but still want to help, offer a compromise: "I won't be able to help the whole afternoon, but I can do it for two hours."



## **Procrastination: 10 Ways to Do it Now**

We all seem to do fine with things we want to do or enjoy doing. But when we perceive tasks as difficult, inconvenient or scary, we may shift into procrastination mode. We have very clever ways of fooling ourselves. See how many of these excuses hit home for you:

- I'll wait until I'm in the mood to do it.
- It's OK to celebrate ... besides, I'll start my diet/sobriety tomorrow.
- My health problem isn't that bad. Time will heal this pain.
- There's plenty of time to get it done.
- Why does the boss give us so much to do? It's not fair.
- It's too hard to talk about. I don't know where to begin.
- I work better under pressure so I don't need to do it right now.
- I've got too many other things to do first.

Once exposed, these self-defeating statements don't sound so convincing. But, when we privately tell ourselves these excuses, they seem quite believable. Don't be fooled by how innocent they sound. They get us to postpone important tasks and duties.

### **Causes**

Procrastination is a bad habit. Like other habits, there are two general causes. The first is the "crooked thinking" we employ to justify our behavior. The second source is our behavioral patterns. A closer look at our crooked thinking reveals three major issues in delaying tactics: perfectionism, inadequacy and discomfort.

### **Remedies**

**1. Rational Self-Talk.** Those old excuses really don't hold up to rational inspection. The "two-column technique" will help. Write down all your excuses on one side of a piece of paper. Start challenging the faulty reasoning behind each of the excuses. Write down your realistic thoughts on the opposite side of each excuse. Here are two examples of excuses and realistic thoughts.

- EXCUSE: I'm not in the mood right now. REALISTIC THOUGHT: Mood doesn't do my work, actions do. If I wait for the right mood, I may never get it done.
- EXCUSE: I'm lazy. REALISTIC THOUGHT: Labeling myself as lazy only brings me down. My work is separate from who I am as a person. Getting started is the key to finishing.

**2. Positive Self-Statements.** Incorporate a list of self-motivating statements into your repertoire of thoughts. Consider these:

- "There's no time like the present."
- "The sooner I get done, the sooner I can play."
- "There's no such thing as perfectionism. It's an illusion that keeps me from doing what I have to do right now."
- "It's cheaper and less painful if I do it now rather than wait until it gets worse."



**3. Don't Catastrophe.** Jumping to the conclusion that you will fail or that you're no good at something will only create a wall of fear that will stop you cold. Recognize that your negative predictions are not facts. Focus on the present and what positive steps you can take toward reaching your goals.

**4. Design Clear Goals.** Think about what you want and what needs to be done. Be specific. If it's getting that work project completed by the deadline, figure out a time table with realistic goals at each step. Keep your sights within reason. Having goals too big can scare you away from starting.

**5. Set Priorities.** Write down all the things that need to be done in order of their importance. The greater the importance or urgency, the higher their priority. Put "messing around" (distractions) in its proper place - last! Start at the top of the list and work your way down.

**6. Partialize the Tasks.** Big projects feel overwhelming. Break them down into the smallest and most manageable subparts. You'll get more done if you can do it piece by piece. For example, make an outline for a written report before you start composing or do a small portion of the chores rather than all at once. Partializing works especially well with the unpleasant jobs. Most of us can handle duties we dislike as long as they're for a short time and in small increments.

**7. Get Organized.** Have all your materials ready before you begin a task. Use a daily schedule and have it with you all the time. List the tasks of the day or week realistically. Check off the tasks when you have completed them.

**8. Take a Stand.** Commit yourself to doing the task. Write yourself a "contract" and sign it. Better still: tell a friend, partner or supervisor about your plans.

**9. Use Prompts.** Write reminders to yourself and put them in conspicuous places like on the TV, refrigerator, bathroom mirror, front door and car dashboard. The more we remember, the greater the likelihood we'll follow through with our plans.

**10. Reward Yourself.** Self-reinforcement has a powerful effect on developing a "do it now" attitude. Celebrate, pat yourself on the back, smile and let yourself enjoy the completion of even the smallest of tasks. Don't minimize your accomplishments. Remember, you're already that much closer to finishing those things that need to be done. Go ahead, get started ... NOW!

*All information borrowed and adapted from [http://www.sac.iastate.edu/get\\_involved/](http://www.sac.iastate.edu/get_involved/), the official Web site of Iowa State University's Student Activity Center.*



**Personal Time Analysis**  
**Week of \_\_\_\_\_**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
12 a.m.							
1 a.m.							
2 a.m.							
3 a.m.							
4 a.m.							
5 a.m.							

Task	Done

Task	Done