

Lumberjack Link

A weekly newsletter for the newest members of the Lumberjack family

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Editor

SFA 101

Stephen F.
Austin
State
University

Strategies for Good Time Management

Your first round of tests are looming, and you are probably realizing that time management (NOT how smart you are) is the key to good grades. There are 168 hours in each week. Use the following tips to make sure that you are making the most of them:



1. Get Started - Procrastination is one of the all time classic time wasters. Often, an equal amount of time is spent avoiding a project, as actually accomplishing the project. A survey showed that the main difference between good students and average students was the ability to start their homework quickly.

2. Get into a routine - Choose a time each day to do things such as checking email or Facebook, studying for that certain class, or working out. Find a day planning calendar that works for you and use it!

3. Do not say yes to too many things – Getting involved on campus or in the community is highly encouraged. However, don't over commit yourself. Prioritize and participate only in those activities about which you feel most passionate.

4. Divide large tasks - Large tasks should be broken up into a series of small tasks. By creating small, manageable tasks, the work fits better into your hectic schedule and the entire project can be accomplished without being overwhelming.

5. Do not put unneeded effort into a project - There is a place for perfectionism, but for most activities, there comes a stage when there is not much to be gained from putting extra effort into it. Save perfectionism for the tasks that need it.

6. Deal with it for once and for all - We often start a task, think about it, and then lay it aside. This gets repeated over and over. Either deal with the task right away or decide when to deal with it. For example, if you get an email that requires a response, respond to it right away. That way, you don't have to search through your inbox and reread the email again later.



7. Set start and stop times - When arranging start times, also arrange stop times. This will call for some estimating, but your estimates will improve with practice. This will allow you and others to better schedule activities. Also, challenge the theory, "Work expands to fill the allotted time." See if you can shave some time off your deadlines to make it more efficient.

How do you spend your weekly 168 hours? What are your biggest timewasters? To answer these questions and learn valuable strategies to more effectively managing your time visit:

<http://studytips.aac.ohiou.edu/?Function=TimeMgt>.

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University Police Department

Spotlight on:



No, they don't just give you parking tickets!

The University Police Department is a team of professionals working to provide a safe environment in which the educational mission of Stephen F. Austin State University can be fully realized. The University Police Department is service-oriented and tailored to meet the needs of a progressive institution. They provide:

- **Crime Prevention/Control and Educational Programs**
- **Criminal Investigations**
- **Traffic and Parking Supervision**
- **Emergency First-Aid**
- **Maintenance of Public Order**
- **Emergency Call Boxes-** If you are on campus without a cell phone and need to request police assistance, escorts, vehicle assistance, or information, UPD has placed emergency call boxes at various locations on the SFA Campus. Each box is bright yellow and labeled "POLICE" in block letters. To use, simply push the appropriate button and talk directly into the speaker when the call is answered by the University Police Communication Center.
- **Patrol & Escort Service-** The University Police patrol the entire campus 24 hours a day including all parking lots, residence halls, and apartments. Additionally, UPD provides an escort service between the hours of dusk and dawn to insure the safety and peace of mind of students, faculty, staff and visitors going to and from on-campus destinations.
- **Vehicle Assistance-** If you ever lock your keys in your car or experience difficulty starting your vehicle, Police personnel will be happy to assist you. To request assistance, use a Police call box or call 468-2608.

Help UPD help you!

If a crime is to be committed, the offender must have the desire, ability, and the opportunity to commit the crime. Law enforcement can do little to remove the offender's desire or ability to commit crimes, but with your help in taking a few simple precautions, they can remove the elements of opportunity.

Protect your Stuff:

- Lock your room door **every** time you leave, even for short trips down the hall.
- Lock your car and don't leave valuables in sight (put them in the trunk instead).
- Do not leave valuables lying out in the open (this includes textbooks! If you are studying at the library and need to take a break to use the restroom or make a phone call, take your books and other belongings with you!)
- Engrave your drivers license number on all valuables (bikes, computers, stereo equipment, iPods, televisions, etc.)
- Record the serial numbers and brand names of all property.
- If you use a bike on campus, be sure to lock it up at a bike rack every time!

Protect Yourself:

- Lock your room door when you take a nap or retire for the evening.
- Require identification before admitting someone unfamiliar into your room.
- Do not walk alone at night. Stay on lighted walkways, be aware of your surroundings, and use the Police Escort Services.
- Report suspicious people or circumstances. Trust your instincts—if someone or something doesn't seem right, it probably isn't and is worth a call to the police so they can check it out.
- Offer your confidential assistance to the University Police.

UNIVERSITY POLICE DEPARTMENT

Physical Location: 232 E. College St.

Hours: 8:00 a.m.- 5:00 p.m. Monday-Friday

Emergency Phone: 911

Non-Emergency Phone: 468-2608

Online: <http://www.sfasu.edu/upd>

E-mail: upd@sfasu.edu

The Big Rocks of Time

In *First Things First*, Stephen Covey tells a great story:

One day an expert in time management was speaking to a group of business students. As he stood in front of the group of high-powered overachievers he said, “Okay, time for a quiz.” He then pulled out a one-gallon, wide-mouthed Mason jar and set it on the table. He produced about a dozen fist-sized rocks and carefully placed them one at a time into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, “Is this jar full?” Everyone in the class said, “Yes.” Then he said, “Really?”

He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar causing it to work down into the space between the big rocks. Then he asked the group once more, “Is the jar full?” By this time the class was on to him. “Probably not,” one of them answered. “Good!” he replied.

He reached under the table and brought out a bucket of sand and started dumping the sand in the jar until it filled the spaces left between the rocks and the gravel. Once more he asked the question, “Is this jar full?” “No!” the class shouted. Once again he said, “Good.”

Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim. Then he looked at the class and asked, “What is the point of this illustration?”

One eager beaver raised his hand and said, “The point is, no matter how full your schedule is, if you try really hard you can always fit some more things in it!” “No,” the speaker replied, “that’s not the point.”

“The truth this illustration teaches us is that if you don’t put the big rocks in first, you’ll never get them in at all. What are the ‘big rocks’ in your life? Your loved ones, your education, your dreams, a worthy cause, teaching others, doing things that you love, your health, your mate. Remember to put these **BIG ROCKS** in first or you’ll never get them in at all. If you sweat about the little stuff then you’ll fill your life with little things and you’ll never have the real quality time you need to spend on the big, important stuff.”

So later, when you are reflecting on this short story, ask yourself this question: What are the ‘big rocks’ in my life? Then, put those in your jar first.

S.R. Covey, A.R. Merrill, and R.R. Merrill, *First Things First*. New York: Simon & Shuster, 1994, pp. 88-89. Copyright © 1994, Simon & Shuster.

Are you Registered to Vote?

The 2009 Texas uniform election day will be held on November 3, 2009. Numerous state and local level positions will be up for grabs. Make sure you exercise your civic duty and head to the polls on November 3rd. If your schedule is already packed with tests, campus activities, and trying to find time to relax, you might wonder why you should give up an hour or so to cast your vote. Here's a few reasons....

1. Registering to vote is easy!

Visit a student friendly website like www.declareyourself.com or www.rockthevote.com where you can get instructions and download the proper forms in just a few easy clicks.

2. There are some big issues at stake!

If you are concerned about issues like...

- Rising costs of education- Nearly 2/3 of college graduates have student loan debt
- Unemployment- For young adults, unemployment rates are typically 40-50% higher than the national average
- Health care- 13 million 19-29 year olds have no health care, often as a result of the "family plan gap" where young people are dumped as dependents from their family or government insurance plans after age 19 or on graduation day

3. Your Vote Matters!

You might be asking, "How can one vote make any difference?" The results in the last Presidential election should answer that question decisively. It was one of the closest races in history, and the see-saw experience in Florida provided especially compelling evidence about the importance of each vote.

In the state of Texas, you must register to vote by **October 5**, so if you are not already registered, do it today!

*****Tip of the Week***
"Go to your professors and talk to them. They want to help you succeed!"
-Marcy Roe, Grad Student**

Upcoming Events

Monday, September 28th

- SFA Ladyjack Volleyball vs. Central Arkansas, 7:00 p.m., Johnson Coliseum
- SAA-Mr. Lumberjack Male Pageant, 7:00 p.m., Grand Ballroom-BPSC

Tuesday, September 29th

- Guest Tuba Recital, 7:30 p.m., Cole Hall

Saturday, October 3rd

- SAA-Can You Dig It? Sand Volleyball Tournament, 10 a.m., Campus Rec Center
- Orchestra of the Pines, 7:30 p.m., Cole Hall

Feel like watching a new movie or seeing a concert?

- Check out what Student Activities is providing this week at <http://www.sfasu.edu/studentactivities/>.