

CAMPUS NEWS

Time management made easy

By Michael Roseman

A seminar was held in the Awareness Resource Center (ARC) last Thursday concerning "Time Management." Because of competition with the wheel chair race, attendance was poor. Nevertheless, Barbara Torres, assistant dean of students for campus programming, and Vern Parrish, director of the Cone University Center, presented the informative seminar.

A 35-minute film, *The Time of Your Life*, was shown the first half of the program. A quote that expresses the main idea behind the film is: "Time is life. You waste your time, you waste your life. You master your time, you master your life."

According to the film, time tells us what to do: eat, go to work, stop working, go to bed, etc. Some people call time, kill time, beat time and even turn back time. But with all we can do to time, we still seem to run out of it.

Alan Lakein, a Harvard MBA, feels time is something we must escape, from time to time. He teaches effective time use in his book, *How to Get Control of Your Time and Your Life*. This film was based upon Lakein's book.

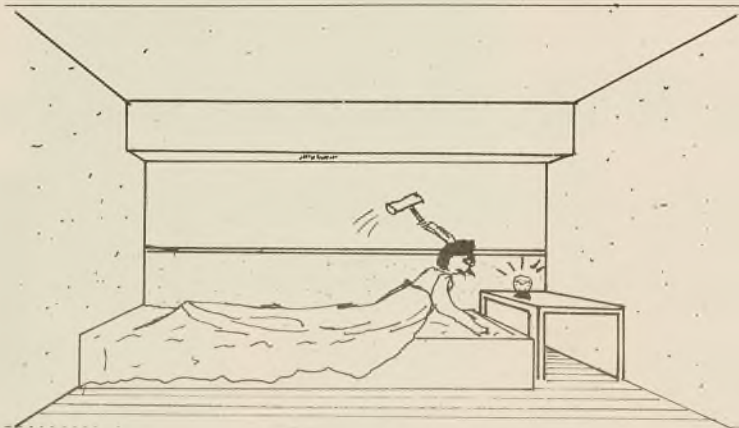
Several main ideas from Lakein's book are explained on the film. They were: (1) list goals, set priorities; (2) make a daily "to do" list. This is to make sure one is moving steadily towards the goal in (1). Set priorities from A, the most important, to C, the least important.

Other ideas are: (3) start with A's . . . not C's. Lakein says 80 percent of all priorities are C's. People should go for the 20 percent; (4) what is the best use of my time now? Do C's only if they are really important.

When dealing with papers—letters, forms, pamphlets, etc.—after sorting them, handle each piece of paper only once. Do not be paper shuffler. Lakein says one can throw away 20 percent of all their papers and not miss them.

The last idea explained on the film was "do it now." Procrastination is not worth the pain. If one task seems overwhelming, use the "swiss cheese technique." Poke holes in the project or take a bunch of little bites and get some momentum. Soon the task will be a small one.

Following the film, Parrish and Torres gave some time saving tips.



One is value your time. Eighty percent of time expended produces 20 percent of the result, "trivial many." Twenty

percent of time expended produces 80 percent of the results, "vital few."

Some other tips are: be

a first timer, beware of perfectionism, use words well, listen well, take notes and read effectively. Torres said, "The

meat of most stuff you read is in the first and last sentences of each paragraph. The table of contents is also informative."

Additional tips explained not on the film were: control interruptions, analyze your time, restate the problem and minimize meetings.

As stated in the film, "Time is your most valuable source, treat it that way." The film and seminar can be summed up by "work smarter, not harder." One will have more time to live. Live life, do not just spend it. There are 168 hours in each week, "live each one."

General election moved forward

By Bill Peschel

To avoid a possible violation of the Student Media Board Statutes, the Student Legislature last Tuesday moved the dates of the general election up one week.

The action came at the request of Elections and Publicity Chairman Tom Chumley. Chumley explained some members of the Student Media Board, including the editor of the *Carolina Journal* must be sworn in by April 1, a few days before the old election dates. The new election dates are March 27-28.

The legislators approved reallocation of student fees for ASC/AIA (\$197.50). Requests by NAEA and Speakers Bureau were tabled for one week as a representative from each club failed to appear before the legislature.

The Student Consumers Union failed to get the primary charter it asked for when the Clubs and Organization Committee decided not to let it out of the committee. At last week's legislature meeting, a consumer union member asked them for a primary charter. The representative, Matt Barhydt, explained to the legislators while the club was going against tradition, the club needed a primary charter to help

get funds from other sources. The legislature went into Clubs and Organizations Committee as a whole and passed a primary charter. This week they would have decided on the charter as the legislature.

But at the Clubs and Organizations Committee meeting the next day, the committee agreed to withhold reporting approval of the bill to the legislature, thereby keeping it in committee. The committee questioned letting the club have a primary charter without following the usual procedure of giving a secondary

charter and then, six months later, a primary charter.

Barhydt pointed out there is no such rule on the books and a club has the right to decide which charter to apply for. The committee feared resentment from previously chartered clubs who had to wait six months. An added factor in the matter is the two founders of the club are Barhydt, a former legislator, and Chairman of the Student Legislature Joel Gilland. Committee member Darrell Cook also resented "bending over backwards" to help every club asking for it. They

may let the charter go to the legislature at a later date.

Gilland asked the legislature to form a new standing committee to assist the Faculty-Executive Committee. He noted there was no student input into the chancellor's committee and wants to form the legislature's Faculty-Student Liaison Committee. It was the Faculty-Executive Committee that decided a possible elimination or moving of the 12:30-2 p.m. break on Tuesday and Thursday. In the meantime, the chairman had formed a committee on breaks.

RETREADS

By Gary Nelson

The peer counselors would like to invite all reentered students to the second "Reentry Student Party" for the year. Dancing and refreshments will be available. For more information, or if you would like to volunteer to help with the arrangements, contact Theo Robinson at 597-2558.

Attendance at the weekly seminars has been very encouraging. On Feb. 20, Dr. Bobbie Rowland, from Human Development and Learning (HDL), will present "Piaget for Parents" 7-9:30 p.m. in Cone 8 and 9. On Feb. 22, an assertiveness training session will be held at 12:30 p.m. in the lounge behind the Awareness Resource Center (ARC).

If you would like to hone your leadership skills or would like to acquire some new techniques, try the leadership session to be held on March 1 at 12:30 p.m. in the ARC. The remainder of the semester will feature the following programs: "Women and Substance Abuse," "Women in the Ministry" and "Women and Health," which will run for four weeks in late March and early April.

There is still time to sign up for disco lessons by the Free U and ARC. For additional information, contact Theo Robinson or Gary Nelson.



(Photo by Bob Henderson)
Problems of Security are confounded by the presence of snow, but their assistance comes through for those students in need.