

# TIME MANAGEMENT

## STRATEGIES AND TIPS

College can be a time where you have a lot of freedom in your schedule, yet you have multiple things requiring your time. Effective time management is a key skill all students should try to master for a life-long success.

### Create a Scheduling System

#### Semester Plan

Use the *Semester-at-a-glance worksheet*. Go through your syllabi and write down all your projects, tests, quizzes, times you will be out of town, organization meetings, big events, etc. so you can plan in advance. That way, if you have a heavy test week, you can begin studying several weeks in advance and are not caught off guard.

#### Weekly Schedule

Plan out a reasonable weekly schedule with the *weekly log*. This will allow you to find schedule and block off time to study, eat, sleep, exercise, and etc! It is important to have balance in your study and down time. It is also important to prioritize all your task from most to least important. You will be amazed when you plan out your weekly schedule how productive you can be!

#### Daily To-Do List

Write out the specific things you need to get done each day. Instead of writing “study” on your list, write down, “read chapter 9” or “review notes.” Also use this for personal tasks such as paying bills. You can use apps on your phone, sticky notes, online or paper calendars. Reward yourself when you complete things on your to-do list!

### Top 10 Helpful Hints

1. Dedicate significant time to studying outside of class (estimate 2 hours for every hour of class). Be mindful some classes are more difficult than others and require more time to study.
2. Define your priorities everyday—learn to say “no” when need be to accomplish your goals
3. Avoid studying in locations where your friends will distract you.
4. Identify your most productive time of day, and use this time for more challenging tasks.
5. Try starting your study sessions with the more difficult tasks, while your mind is “productive.”
6. Put your phone out of reach to make it less convenient to check while studying
7. Just start: if you’re considering procrastinating, start with a 5 minutes task to a 2 minutes break. 10 min. task– 3 min. break, 25 min. task—5 min. break, 50 min. task - 10 min. break.
8. Avoid marathon study sessions. Implement a study breaks to stretch, listen to music, meditate, give your brain a rest, etc.
9. Break large assignments into small, manageable parts — and give yourself a due date for each part.
10. Understand, one of the top reasons we procrastinate are: feeling overwhelmed, low motivation, don’t understand material and setting unrealistic expectations.

#### Avoiding Procrastination

