TIME MANAGEMENT
STRATEGIES AND TIPS

College can be a time where you have a lot of freedom in your schedule, yet you have a lot of things vying for your time. The number one indicator of college GPA is time management, so here are some tips to help you be successful!

Create a Scheduling System

<table>
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<tr>
<th>Semester Plan</th>
<th>Weekly Schedule</th>
<th>Daily To-Do List</th>
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<td>Use the Semester-at-a-glance found on TILT’s website. 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.</td>
<td>Plan out a reasonable weekly schedule with the weekly log on TILT’s website. This will allow you to find time to study, eat, sleep, exercise, and have fun! It is important to have balance in your study and down time. You will be amazed when you plan out your schedule how productive you can be! Color coding your schedule can also help keep you on track.</td>
<td>Write out the 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, or the calendars given out at the iBox. Reward yourself when you complete things on your to-do list!</td>
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Top 10 Helpful Hints

1. Plan to study at least two hours per week per hour you’re in class (if you’re taking 15 credit hours, that means at least 30 hours per week are devoted to school work).
2. Define your priorities and stick to them—learn to say “no” when need be.
3. Develop routines: have regular study times and study locations. Avoid studying in locations where your friends will distract you.
4. Are you a procrastinator? Break large assignments up into small, management parts — and give yourself a due date for each part.
5. Identify your “best” time, and use this time for more challenging tasks.
6. Try starting your sessions with more difficult tasks, while your mind is “fresh.”
7. Just start: if you’re considering procrastinating, tell yourself to give your planned task 5 minutes. Focus for all 5 of those minutes, and it will be easier to longer once you start.
8. Turn off your cell phone while studying — each time you’re interrupted, it’s hard to get back on track.
9. Schedule in study breaks to check Facebook, email, talk on the phone, text, etc.
10. Avoid marathon study sessions. Study for one-hour blocks, with breaks between to get up, stretch, or give your brain a rest.