

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		
Semester Plan	Weekly Schedule	Daily To-Do List
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.	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. Effective time management requires practice and adjustment for your individualized needs.	Write out the things you need to get done each day. Instead of writing "study" on your list, be specific and write down, "read chapter 9" or "review lecture notes." Also use this for personal tasks such as paying bills. Keep your list short with only your top priorities. Reward yourself when you complete tasks on your list!

Parkinson's Law: *Work expands so as to fill the time available for its completion.*

Hofstadter's Law: *It always takes longer than you expect, even when you take into account Hofstadter's*

10 Helpful Hints

1. Dedicate significant time to studying outside of class (estimate 2 hours for every hour of class).
2. Define your priorities everyday—learn to say “no” when need be, to accomplish your goals.
3. Identify your most productive time of day and use this time for more challenging tasks.
4. It is more valuable to know how you can recover when the unexpected comes up, than it is to have a rigid schedule with zero flexibility.
5. Put your phone out of reach to make it less convenient to check while studying. You can also try “Do Not Disturb” settings or productivity apps that lock social media until scheduled hours.
6. Avoid studying in locations where your friends will distract you.
7. Just start: if you're struggling with motivation, start by doing a 5-minute task with a 2-minute break. Repeat, and work your way up until you feel capable of longer focus times.
8. Avoid marathon study sessions. Implement breaks to stretch, get water, 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, some of the top reasons we procrastinate are: feeling overwhelmed, low motivation, don't understand material, and setting unrealistic expectations.

