Tips for Time Management

Make use of the dead hours between classes
The more you study during the day, the more time you’ll have at night for other activities.

Prioritize tasks
Create “to do lists.” Determine which tasks are most pressing and time consuming, and which can be put off until later. Focus on one task at a time. When a task is done, cross it off your list.

Complete all assignments early
Early completion of assignments allows time for revisions and improvements, and it reduces the likelihood of last minute “all-nighters.”

Combine tasks
Study while doing laundry or other mundane tasks. Listen to course podcast while driving, jogging, or working out.

Assess Yourself:
Agree? Disagree? Don’t know?
- I set academic & personal goals to guide how I prioritize my time.
- I can focus on the task at hand.
- I use a planner, to-do lists, or other planning devices.
- I intend to join at least one campus group or organization in my first year.
Why Time Management?

- More homework and studying outside of class is required in college (2hrs per credit hour per week)
- Developing time management now can help in your future career

Did you know that it takes a minimum of 21 days to create a habit?

Check off your habits and timewasters:

- Netflix/TV
- Social Media
- Naps
- Socializing
- Gaming
- Other

By knowing how you waste time, you increase your awareness and may be able to catch yourself in the act.

* Each of these can be used as a stress release rather than a timewaster if used in moderation

Weekly Planning:

1. Schedule fixed blocks of time (class, work, etc.)
2. Schedule flexible blocks of time
3. Leave some unscheduled time every day

Organize Your Days:

- Set realistic goals for study time
- Use waiting time well
- Know the best times to study
- Control distractions
- Learn to say “no”
- Avoid multitasking
- Be flexible
- Adjust your schedule if you have overextended yourself

To-do:

Most Important:
- Go to class - 9:30; 11:30; 12:30
- Pay phone bill - 10:30
- Do online Math homework - 3:00

Moderately Important:
- Read Soc Chapter 3
- Do laundry

Least Important:
- Think of English essay topic

Organize Your Days:

- Use your personal planner, a monthly calendar posted in your room, online tools such as Outlook or Google to mark dates listed in your syllabuses.