

What is time management?

Time can't be managed – but you can manage the amount of time you use each day for fun, work, rest, and time spent with others.

Why is time management important?

- ✓ You have responsibilities to yourself, to your family and friends, to your professors, and to your boss. You also need time to rest, eat, think, exercise, and plan for all of the responsibilities you have throughout your day.
- ✓ Most people need to make a plan to prioritize tasks and activities in order to make sure that everything gets accomplished.
- ✓ Some people need to make a plan in order to see that they are 'overbooking' themselves, and they need to adjust their schedules accordingly.

How can you manage time?

Semester calendar:

- Gather all course syllabi, college academic calendar, exam schedule, personal commitments to have everything laid out for the entire semester.
- Use calendar to list all major events, tasks, commitments and activities. A semester calendar helps you see 'the big picture'!

Monthly calendar:

- Write all due dates for month – tests, papers, projects.
- Work backwards to create personal due dates – set due dates for rough drafts, for creating study guides, for making tutoring appointments, etc.
- A monthly calendar is a working calendar: use it to set personal goals!

Weekly calendar:

- Block in your classes, work hours, normal sleep/wake times, meals, exercise, standing appointments, commuting time, social commitments.
- The hours that are left are your 'free time' – study time, unscheduled down time, time left open for 'the unexpected'.
- If your 'free time' is little or non-existent, you are too heavily booked.
- When/where are your study hours happening? Remember that the most productive study hours happen occur during the day, when your mind is fresh and focused on school.

Daily task list/to-do list:

- Make a list of 6-8 items: personal, academic, and work-related activities that can be accomplished during the day.
- If you keep moving items to the next day's list, you may be making a list that is too long or too detailed, or maybe you aren't checking the list during the day?

Twenty Time Savers!

1. Set priorities for tasks – most important to least important.
2. Fight procrastination! If it is a priority, do it now!
3. Subdivide large tasks into smaller ones.
4. Establish an hour or half hour to focus.
5. Find a hideaway to study.
6. Learn to say “no” to avoid overbooking yourself.
7. Learn to delegate when working in groups.
8. Accumulate similar tasks and do them together.
9. Limit your time checking e-mail or social media.
10. Perfectionism can’t always be the goal.
11. Don’t over-schedule yourself. Allow for downtime and unexpected situations.
12. Set time limits for tasks.
13. Concentrate on the task at hand.
14. Do difficult tasks first.
15. Think and plan the task before doing it.
16. Do a task thoroughly before moving on: do it right the first time!
17. Use a highly visible wall calendar or time management technique in addition to/instead of a planner.
18. Study smarter, not harder: study groups, tutors, etc.
19. Use small periods of day time in between classes.
20. Make a study skills or tutoring appointment at the Center for Student Learning.