



Time Management Tips

- ◆ Start using a calendar, planner or task list at the start of the semester.
- ◆ Write down important dates for exams, assignments and other projects on the calendar.
- ◆ Make a weekly or monthly schedule to get an overall picture of when you'll be busiest and when you have free time. Scheduling time for work, school, friends, chores, food, free time, fun...
- ◆ Make a task list to keep track of things you need to do on a daily basis. Cross things off when you are done to get a sense of accomplishment.
- ◆ Be realistic. Allow the time it really takes you to get ready in the morning, not the time you think it should take.
- ◆ Use short breaks in your daily schedule wisely. Schedule appointments on campus, check email or review your class notes during this time.
- ◆ Pay attention to your best hours, and arrange your study hours then.
- ◆ Break large tasks into smaller pieces that can be completed within a few hours (or even a few minutes).
- ◆ Procrastination happens, but don't let it take over your life. Pay attention to what makes you procrastinate and try to avoid these triggers, especially during high-stress times.
- ◆ No one can, or wants to, study all the time! Plan your time to include doing things that you enjoy.
- ◆ Be patient and flexible. If certain time management strategies don't work for you, try a different strategy.
- ◆ Don't cheat on your sleep. You need sleep to function properly.
- ◆ Don't attempt marathon study sessions. Two 2-hour sessions separated by a long break will be more efficient than one long session.
- ◆ Put your hardest subject first, your easiest (usually your favorite) last. Interest will pull you through when stamina begins to wane.
- ◆ Don't waste time being stuck. Call a study-buddy for help, or put the work aside for a while and come at it fresh.
- ◆ Reward yourself for accomplishing tasks. Remember to save time for fun!

Ideas

Practical steps/ Application of ideas

Ideas I liked:

How can I use them:

What will I do by next week:

How will I reward myself:

Do it! And remember to have fun!