Time Management

Prepare

-Find the best time of day that you study well

* If you don’t know experiment, are you a morning person or an evening person?

**-**Record all fixed time commitmentson your planner/calendar:

* Record all classes, appointments, meetings, and activities.
* Create and record specific times that you plan to study during the week—especially during available blocks of time between classes.
  + Do not plan to study more than 2 hours in one block.

-Record on your calendar all assignments, tests, papers, and projects from your syllabus or as soon as you receive them in class.

-Record all tasks that you need to accomplish on the “To Do” list.

* Break down large assignments into smaller, more manageable tasks that can be completed in one sitting.
* Make your tasks specific and measurable. For example, “Read history textbook pages 114-132.”

Follow-through

-Start with the highest priority tasks.

* Avoid the temptation to start with easier, lower priority tasks that give you a false sense of accomplishment.

-Check off completed tasks on the “To Do” list. Make every effort to complete all tasks during that week.

* Anything that is not checked off by the end of the week should be carried over to the next week, but only when absolutely necessary.
* Ask for help if you get stuck. Ask your professor, fellow classmates, visit the tutoring center.

-Use small blocks of time between classes or waiting for an appointment to review your “To Do” list and make progress toward completing these tasks.

Creating Smart Goals

* **Specific**-Create goals that are on-point: Try to answer the “who, what, where, when, which, why” questions
* **Measurable**-Visibly monitor your progress
* **Achievable**-Create realistic and reachable goals
* **Relevant**-Goals should coincide with your priorities
* **Timely**-Create deadlines for yourself

Sample weekly calendar/planner:

