

Time Management



Use a Calendar to Plan Ahead: At the beginning of each semester, students should take a broad view of their commitments by entering them into a physical or digital calendar. Assignment due dates and exam times for all classes should be marked on the calendar. Color coding for deadlines, assignments, and exams is extremely helpful!



Use a Daily Schedule Template: Make a list of all that needs to be accomplished with set times each day. This can be done in the early hours of the day and cross off tasks once finished. Setting personal rewards for tasks can be helpful, too.
"A to-do list only tells you what you'd like to do. A schedule tells you when you're going to do it." -RescueTime



Use the A-B-C Method: Setting priorities--what to work on first-- is another key to time management. The A-B-C method invites you to write down all tasks that are looming then assign each task an A, B, or C:
A: Must be completed today
B: Would be nice to finish today
C: Can be pushed to tomorrow if necessary



Join a Study Group: Having a study buddy or joining a study group are great ways to garner the benefit of multiple perspectives and avoid procrastination. In a study group, students can share notes, discuss confusing topics, and provide peer-to-peer support.



Follow Your Body's Natural Energy: We all have moments in the day where we are more alert and energetic. Maximize the time you have that natural energy each day to accomplish most of your tasks.