

TIME MANAGEMENT

There are 168 hours in a week. To make the most of that time, you have to plan.

TOP 10 TIME MANAGEMENT TIPS

- 1. TIME BLOCK YOUR DAY:** Rather than have a list of tasks to complete, schedule blocks of time during your day in which you can complete those tasks. Remember to include self-care, exercise, meals, and sleep!
- 2. SCHEDULE IN BUFFER TIME:** Give yourself time to be spontaneous and for things to go wrong.
- 3. YOU CAN'T ALWAYS BE PRODUCTIVE:** Don't set yourself up for failure; give yourself time to rest and time to fill how you want.
- 4. MULTITASKING DOESN'T WORK:** Do one thing at a time.
- 5. SET DEADLINES:** You're more likely to complete a task if you are working toward a deadline. Set deadlines prior to the actual due dates.
- 6. SET UP A ROUTINE AND STICK TO IT:** Experts say to treat school like a 9-5 job. Plan your days as if all your homework/assignments must be completed during work hours. You'll have the evenings to do whatever you want.
- 7. JUST GET GOING:** If you don't know where to begin, start with the easiest task or commit to working just 20 minutes.
- 8. PRIORITIZE:** Consider your goals, responsibilities, and commitments. Do what is most important first.
- 9. WORK IN SPRINTS:** You will be more productive if you work in short bursts with breaks in between rather than working in long stretches.
- 10. BLOCK OUT DISTRACTIONS—DON'T RELY ON WILL POWER:** Pay attention to what draws your focus away from your studies and assignments. Instead, use those things as rewards for staying focused. Use the app "Forest" to lock your phone during study time, and try studying outside of your bedroom/dorm room to reduce distractions and get in the mindset for productivity.

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19
	Wake up 6:30 - 7:20am	Wake up 6:30 - 7:20am	Wake up 6:30 - 7:20am	Wake up 6:30 - 7:20am	Wake up 6:30 - 7:20am	Payday
	Breakfast 7:30am	Breakfast 7:30am	Breakfast 7:30am	Breakfast 7:30am	Breakfast 7:30am	
	PSYC 111 8 - 9am	Extra HW Time 8 - 9am	PSYC 111 8 - 9am	Extra HW Time 8 - 9am	PSYC 111 8 - 9am	
	PSYC Homework 9 - 10:30am	ENGL 110 9 - 10:30am	PSYC Homework 9 - 10:30am	ENGL 110 9 - 10:30am	PSYC Homework 9 - 10:30am	
	CHEM 121 10 - 11am		CHEM 121 10 - 11am		CHEM 121 10 - 11am	
	CHEM Homework 11 - 11:45am	COM 110 11am - 12pm	CHEM Homework 11 - 11:45am	COM 110 11am - 12pm	CHEM Homework 11 - 11:45am	
	Lunch 12 - 12:45pm	Lunch 12 - 12:45pm	Lunch 12 - 12:45pm	Lunch 12 - 12:45pm	Lunch 12 - 12:45pm	
	Prep for Chem Lab 1 - 1:45pm	CHEM 121 Lab 1 - 3:30pm	COM 110 Homework 1 - 1:45pm	COM 110 1 - 2:30pm	Extra HW Time 1 - 1:45pm	
	MATH 103 2 - 3pm		MATH 103 2 - 3pm		MATH 103 2 - 3pm	
	Math Homework 3 - 4:30pm	ENGL 110 Homework 3:30 - 4:30pm	Math Homework 3 - 4:30pm	ENGL 110 Homework 2:45 - 4:30pm	Math Homework 3 - 4:30pm	
	Gym 5 - 6pm		Gym 5 - 6pm			
	Supper 6 - 7pm	Supper 6 - 7pm	Supper 6 - 7pm	Supper 6 - 7pm	Supper 6 - 7pm	

Semester Planning, Weekly Planning, & Daily To-Do Lists

SEMESTER PLANNING

On a calendar or in your planner, write down all semester due-dates. Include assignments, exams, appointments, etc. This will help you gauge how much you can fit in to upcoming weeks. Have four exams in a week? Start studying well in advance to reduce stress and retain more information.

WEEKLY PLANNING

Use a 24-hour planning chart or an online weekly calendar to time block your week. What does your upcoming week look like? Make note of all commitments such as classes, work, activities, etc. Also write down personal time such as meals, sleeping, etc. Add in when you plan on completing class work. What's left is your free time. Tip: Always overestimate how long things will take.

DAILY TO-DO LISTS

Write down what needs to get done today and schedule time for when it will happen. Cross things off as you go!

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
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12:00 a.m.							
1:00 a.m.							
2:00 a.m.							
3:00 a.m.							
4:00 a.m.							
5:00 a.m.							

Class: _____

Assignment	Due Date:	Planned Time to Complete:	Check When Done

Class: _____

Assignment	Due Date:	Planned Time to Complete:	Check When Done

Class: _____

Assignment	Due Date:	Planned Time to Complete:	Check When Done

Class: _____

Assignment	Due Date:	Planned Time to Complete:	Check When Done

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