

## Tips for Time Management

### **Importance of Time Management**

Time management is probably one of the most important skills for succeeding in college. Learning how to manage each day and all that goes into it will help you in other areas of your life— it's not a skill that stops being useful after you graduate! Finding balance between non-negotiable things and voluntary activities can be a major challenge.

These tips will help you create an organized life so you can succeed at everything you do!

#### **#1: Use a Planner**

- Planners are available in many forms-- phone apps, email calendars, or paper calendars.
- Whichever one you choose; your planner is essential for keeping track of your schedule.
- You mostly likely won't remember it all. Be sure to record more than just your academics!
- Stick to using only one system. Using too many planners can get confusing.

#### **#2: Determine your priorities**

- Every person's schedule is different.
- Effective time management depends on your body's needs, your personal values, and your ability to prioritize.
- Make sure that you are scheduling enough time for personal care and other items such as sleeping, eating, exercise and hobbies.
- Your class schedule: Are you a part time or full time student?
- Other obligations such as family, children and work.

#### **#3: Go to class**

- Trying to make up for what you have missed almost always takes longer than the actual class would have, such as trying to borrow notes and doubling up on assignments. Plus, some instructors give attendance points.
- Make sure to record your scheduled class time in your planner each week. If you're taking an online course, be sure to schedule time to go online and complete assignments.
- Set reminders or alarms on your device if you tend to lose track of time.

#### **#4: Try Something Different**

- It can take time to get in the habit of scheduling your day, but don't give up!
- Find the system that works for you.
- Try using a planner that is near where you are most: Phone, computer, email-linked calendar, or a small planner to keep in your purse, backpack, or car.

#### **#5: Leave Some Room**

- Remember that you need time between activities for travel, restroom breaks, or getting something to eat/drink.
- Don't schedule things too close together: Plan time cushions between appointments as much as you can.
- Block out a little time each day for yourself.

#### **#6: Just say "No"**

- You can't do it all. Sometimes you may need to say no to some "fun" activities in order to stay on track with coursework or personal wellness.
- To help with these times, write down your priorities and number them in order of importance. When you are stuck between two choices, refer to that list of priorities.
- You may not always make the best choice, but most of the time, you'll be able to stick to what matters most.

#### **#7: Plan for Next Semester**

- You can try to arrange next semester's class schedule to suit you better.
  - Class times that fit your energy cycle (morning vs. Afternoon offerings).
  - Back to back classes or using breaks for study time and homework.
- Tell your advisor about your priorities so they can help you work out an ideal class plan.

Once you get in the habit of planning, you'll see an improvement in your grades and your overall quality of life!