

Managing Your Time

Tips and strategies to help you
make the best use of your time



- ▶ Are you often late to class, meetings, and appointments?
- ▶ Do you typically rush to finish assignments at the last minute?
- ▶ Do you often feel like you have too much to do?
- ▶ Do you wish you had more time to do the things you want to do?

If you answered “Yes” to any of the above, now is the time to work on improving your time management skills.

In college, you are in control over how you spend your time. And while this freedom can be exciting, not managing your time wisely can be stressful, and make it more difficult to succeed in your classes.

When you manage your time wisely, you have time for the things you need to do, and for the things you want to do.

Read on for tips on how to manage your time effectively in college.

Time Management Strategies

With good time management, you have less stress and more free time. You also feel more in control of your life.

Create to-do lists

1. Each day make a list of all the things you need to do.
2. Rate each item as an A (must do today), B (should do today), or C (want to do today, but it can wait).
3. Take all of the As and rank them in order of importance (1, 2, 3). Do the same with the Bs and Cs.

Wed	
A	1 Study for French test
	2 Do math assignment
	3 Get TJ's birthday gift
B	1 Do outline for paper
	2 Call Jenny
C	1 Do laundry
	2 Work on lab report
	3 Get haircut

Focus on one task at a time. When it's completed, cross it off your list. At the end of each day, take the tasks that didn't get done and put them on the next day's to-do list.

Having a to-do list allows you to concentrate on what you need to do, instead of wasting time worrying about how you're going to get everything done—and wondering what you've forgotten.

Stay organized

Being organized is a huge time saver.

- Get everything ready for the next day before you go to bed.
- Use a planner to keep track of assignments, tests, and appointments.
- Use a wall calendar for major events and project deadlines.

Time Management Strategies



Create a weekly schedule

A weekly schedule like the one below will help you organize and plan out your days.

First write in all classes, appointments, and meal times. You will then be able to see when you have blocks of time for homework and studying—and when you have time for relaxation and social activities.

Week of: _____ Weekly Schedule				
	Mon	Tues	Wed	Th
8:00 am				
9:00 am				
10:00 am				
11:00 am				
12:00 pm				
1:00 pm				
2:00 pm				
3:00 pm				
4:00 pm				
5:00 pm				
6:00 pm				
7:00 pm				

Each Sunday night, take time to plan out the coming week. Make sure that you have enough time to do everything that's scheduled.

Time-Management Tips

Successful students use tips such as these to manage their time effectively.

► **Create routines**

Create a morning routine that includes getting up early enough to eat a good breakfast—and get to your first class on time.

► **Identify “chunks of time” that are wasted**

If you have time between classes, meet with a professor, run an errand, study, or just relax. The important thing is that you think about how you can best use the time you have.

► **Don’t procrastinate**

Procrastinating wastes valuable time and energy. If you have trouble getting started on your studying, begin with something you can finish quickly or a subject you like.

► **Learn to say “no”**

In college, there’s so much going on that it’s easy to get sidetracked. It’s also easy to convince yourself that you’ll have time to study later. *Don’t let anything get in the way of your coursework.*

► **Use snippets of time**

Fifteen minutes here and there add up. Using these snippets of time wisely will free up time in the evening for socializing and chilling out.



Time-Management Tips

► **Combine tasks**

Study while you're doing laundry, go over a speech while cleaning your room, or review your notes while you're waiting for a ride.

► **Schedule 90-minute study sessions**

Have a specific time to start studying, and silence your phone. During your study sessions, don't do anything else. Focus completely on your work.

► **Don't overextend yourself**

If you never seem to have enough time, identify activities you can eliminate, shorten, or postpone. Don't sacrifice sleep or exercise to get everything done.

► **Control time wasters**

Social media, TV, and video games can take up a huge amount of time. Schedule small chunks of time for these activities, and stick to your schedule.

"If you want to make good use of your time, you've got to know what's most important and then give it all you've got." Lee Iacocca

