



## Time Management

*How do I get it all done?*

The way you use your time and energy can make a big difference in your success as a student. These tips will help you make the best use of your time.

### Analyze Your Time

Before you can use your time better, you need to know how you're spending your time now. Keep track of how you use your time for a week. Watch out for some of these common time wasters:

- Forgetting to do things
- Putting things off
- Being disorganized and not planning enough
- Having trouble getting started
- Watching TV or movies; playing games online
- Talking on the phone; chatting online
- Having too much to do
- Worrying or lacking confidence
- Trying to do everything perfectly

Here are several ways that can help you make the best of your time. They work best in combination:



### Making a Monthly or Semester Schedule

- Check your course outlines for test, assignment and presentation dates.
  - Mark them clearly on your schedule.
- Fill in any other important dates (including major personal commitments) for the semester.

### Making a Weekly Schedule

- Put in necessary activities first. For example: class schedule, meals, part-time work, sleep time.
- Plan study times - schedule your most difficult subjects for the times when you are most alert.



### Making a Daily "To Do List"

List tasks to be done according to their priority. At the start of each day (or in the evening of the day before) make a list of what you: "MUST Do," "SHOULD Do," and "COULD Do." Approach your tasks in that priority.

### Other Suggestions

- Use between-class time for reviewing notes or preparing for your next class.
- Take a 5-10 minute break during each study hour. You can't go for hours on end.
- Alternate what you are studying and how you are studying once in a while.
- Plan recreation time - designate time for physical activity, leisure and for doing chores like laundry, shopping, etc.
- Allow yourself some free time - leave some blank space for the unexpected, or for subjects that might require more time than planned.
- Reward yourself - give yourself a reward for sticking to your schedule.