

# Time Management

Academic Integrity

Honesty, Trust, Fairness, Respect, Responsibility, Courage

## Time Management Obstacles

As a student, you have many things competing for your time, such as schoolwork, a part-time job, family obligations, commuting, social activities, and more.

You are in control of how you spend your time. You can create better skills and behaviors to accomplish what you need to.

## Tips for Better Time Management

### 1. Set Goals and Schedule Tasks

• **Set goals early.** Figure out what you want to accomplish this semester.

Did you know that the goals you set during the first 3 weeks of a semester affect your performance for the rest of the semester?

• **Plan your semester** by writing out all assignments, projects, tests and exams that will occur during the term and the due date for each.

• **Keep a weekly schedule** of all classes, appointments, social activities, etc.

• **Maintain a daily "To-Do" list** of everything you want to accomplish in a day. When creating your daily to-do list, prioritize tasks by placing the "most important" tasks first. Also when prioritizing, be aware of when you have the most energy and schedule tasks accordingly.

• Ensure that throughout the busy semester that you **take time for yourself** to relax and recharge.

## What is Time Management?

Time management is a set of skills and behaviors that you can learn and apply to your goals for your success at Sheridan. Time management means planning, organizing and scheduling the time spent on certain activities, as well as avoiding wasting time.

## Spend Time Wisely

**Good time management skills help you to:**

- Meet all important academic deadlines
- Balance your priorities
- Experience less stress
- Gain greater self-confidence
- Develop skills that will help you in your future career
- Have more time to spend on leisure activities



## 2. Fight Procrastination

Everyone procrastinates from time to time, but if procrastination is affecting your schoolwork or your grades, try changing your thinking:

- Stop waiting for the ideal time to get started on a task. Just start working on it, if even for 10 minutes. Once you've started, you're likely to keep working on that task or will have collected your thoughts on next steps.
- Remind yourself why it's important to get it done.
- Reflect on times when you completed difficult tasks successfully. Remember: you are capable.
- Reward yourself once you've completed a task you were dreading.

## 3. Manage Distractions

In order to concentrate on work and be productive, you need to minimize distractions as much as possible. Manage the many types of distractions demanding your attention:

- Shut down your phone, email, etc., when you're trying to work
- Allow yourself a 10-minute break every 30-60 minutes to check social media/go Online.
- Use TV or video games as a reward
- Find a quiet place to study; cover-up noise with music that helps you focus
- Try to focus on one task at a time instead of multi-tasking
- Tell people that you're busy

## 4. Avoid Over-scheduling

Feeling overwhelmed by all you have to do is common, but there are ways to avoid over-scheduling yourself:

- Be honest about your time commitments when scheduling tasks.
- Delegate tasks to others when possible (e.g. housework, cooking, shopping, child care).
- Keep your long-term and semester goals in mind. Say no to extra tasks that don't fit in.
- If you have a part-time job, think about how it's affecting your study time and plan accordingly.

## 5. Seek Further Help

To stay on top of schoolwork:

- Join/form a study group.
- Be aware of all your professors' office hours and don't be afraid to ask for help.
- Seek assistance from the different services available at Sheridan.

## Tutoring Centre

The Tutoring Centre offers tutoring at no additional cost to Sheridan students. Visit the Tutoring Centre at:

Davis – Room J104

HMC – Room A118B

Trafalgar – Room C113

Email: [tutoring@sheridancollege.ca](mailto:tutoring@sheridancollege.ca)

## Academic Integrity Office

Visit this office at any of the three campuses for support, resources, and information regarding academic integrity.

Davis – J214L

HMC – A211

Trafalgar – C151A

E-mail: [aif@sheridancollege.ca](mailto:aif@sheridancollege.ca)

## Library and Learning Services

Librarians provide citation and research assistance. As well, the library provides many e-books and online videos about all subjects to support your learning.

### Visit the library at:

Davis – J-Wing

HMC – A-Wing

Trafalgar- C-Wing

## Counseling Services

If personal issues are proving to be overwhelming, and are keeping you from properly focusing on school work, seek help from Sheridan's Counseling Services. To book an appointment, call the front desk or visit the office:

Davis: Room B230; Tel: (905) 459-7533 ext. 5400

HMC: Welcome Desk; Tel: (905) 845-9430 ext. 2528

Trafalgar: Room B104; Tel (905) 845-9430 ext. 2557

## Student Advisement

This is the center for all student questions and requests for information on anything related to Sheridan.

Davis - Room B230

HMC - Room A247

Trafalgar - Room B104

E-mail: [askanadvisor@sheridancollege.ca](mailto:askanadvisor@sheridancollege.ca)

