

TOP 10 TIPS FOR TIME MANAGEMENT

1

Learn to prioritize.

If it seems like you have a million things to do, break down your list. What absolutely *has* to get done today? Do that first. Schedule time tomorrow for what you can't get done today.

2

Make a daily to-do list.

Keep it short: 5-6 items, both academic and personal. Set small, specific goals, i.e. "Read 5 pages of psychology textbook."

3

Make a week-by-week schedule.

At the beginning of each semester, make a weekly calendar of classes, work, social activities, housekeeping, and free time. Schedule at least two hours of study time for each hour of class.

Use your mobile phone calendar to set recurring reminders for classes, appointments, meetings, and errands.

4

Use your daylight hours.

Stay on campus. Find a quiet place to study and ease yourself into the material by skimming headings first.

Set up blocks of time for studying and minimize distractions by turning off notifications on your phone. If you have time between classes, this is an excellent time to review your notes.

5

Ask for help when you need it.

If you're finding the material you're studying confusing, a quick visit to your professor during office hours or a call to a classmate can save you a lot of time in the long run.

6

Social media and studying don't mix.

It may be tempting to quickly check your social media when you get a notification, but we all know where *that* leads. Schedule breaks while you're studying and set a timer. When the alarm goes off, put your phone face down until the next break. You can make it, we promise.

7

Concentrate on one thing at a time.

Be active and present in whatever you're doing. When you're studying, study. When you're taking a break, enjoy it. A 5-10 minute break every 30-40 minutes will help keep you focused.

8

Learn to say "No."

It's okay to take a rain-check on socializing if you have to study. Try to make plans for your next scheduled break or when you're done with your assignment.

9

Set deadlines and remember to reward yourself!

Be good to yourself. College is hard work, but don't forget to pat yourself on the back and have some fun—*after* you've finished your work.

10

Be realistic in your expectations of yourself.

Keep your calendar flexible. You may need more time to study than you planned.

Not every paper will be an A paper, and not every exam will go perfectly. Learn from the feedback you get from your professors and move on. You'll get it next time.