



Time Management

Time Management Tools

Planners

- Record major exams, papers, projects, homework assignments, and quizzes;

Weekly Schedules

- Create a specific schedule of study time for each course

To-Do Lists

- Keep tasks as simple as possible
- Review list and prioritize — start with urgent tasks!

Overcome Procrastination

- Make it meaningful – why does it need to get done?
- Make it interesting and fun
- Break it down – set small realistic goals
- Write your intent to do it and share it with others
- Plan a reward and enjoy it when task is complete
- Just do it now – once you jump in it won't be too bad

Use your study time more effectively

- Start assignments day one and do a little at a time
- Study when you are at your best
- Study between classes and when waiting
- Study in a distraction-free study space
- Set specific study goals for each study session
- Start with your most challenging work
- Take short, frequent study breaks

Other tips...

- Set priorities—learn to say no!
- Be mindful of how you're using your time
- Know your “time wasters”
- Create routines - study at the same time, same place
- Make a commitment to time management
- Does it need to be perfect?
- Can I do just one more thing?

Stress Management

- Know your reaction to stress —develop coping strategies
- Exercise regularly, sleep well, and eat a healthy diet
- Be realistic in your expectations
- Know your limits—focus on the positive
- Don't worry unnecessarily about the small stuff
- Use positive self-statements and humor
- Find “alone time” to relax
- Feeling overwhelmed? Talk to someone & seek help

