

# Time Management Tips

- **Record** quizzes, exams, projects/paper due dates, and homework assignments in a **planner**. Carry your planner with you and use it daily.
- **Create a schedule** of your activities and tasks for the week. Record all of your fixed commitments and then schedule study time for each course.
- **Use** daily or weekly **to-do lists**. **Prioritize** your lists and start by doing your most important tasks first.
- **Create routines**. Try to study at the same time and same place every day.
- **Break large assignments** into smaller parts and do a little bit at a time. Set **small realistic study goals**.
- **Reward yourself** for tasks and assignments completed.
- **Be mindful** of how you're actually using your time and avoid "time wasters."
- **Make a commitment to time management**. Do what you say you will do and study when you sit down to study.



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