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.