

# Top Five Tips for Time Management

## 1) Use a planner to create a schedule of balanced activities.

In college, you decide how you will spend your time. In planning a schedule, include time to study, participate in campus events and socialize. Find a healthy balance, which will help you feel fulfilled and be successful. Do not compromise on sleep as the time you spend studying will be less effective as a result.

## 2) Evaluate your study needs for the semester.

Become familiar with your course syllabi, textbooks, assignments and overall requirements including attendance and lateness policies. Expect to spend roughly two hours of preparation and review for every hour that you spend in class.

## 3) Identify study times and locations that work for you.

Some students work best in the morning hours and others prefer to work late into the night. Study with minimal distractions and when you are most alert. Turn off your phone and minimize time spent off task on the internet. If possible, review material right after a lecture when the information is still fresh in your mind. Utilize your breaks in between classes. These slots are perfect for reviewing or revising your notes.

## 4) Break down long term and large projects into smaller segments.

Begin to work on a term paper several weeks before the due date and assign mini deadlines for each stage that needs to be completed. Read lengthy assignments in shorter blocks of time as opposed to in one sitting. It is difficult to remain focused for more than an hour. In addition, you will remember more of what you read if you take breaks when your mind begins to wander.

## 5) Life happens. Be flexible.

As much as there are general strategies for time management, be aware that schedules are meant to be flexible and revised as needed. Be open to making changes and understand that mastering the art of time management is a process that should be periodically examined. If your current schedule is no longer working for you, it is time to consider creating a different one. Perhaps you have discovered that you are most productive in the early afternoon or that you are more focused after you have eaten. Monitor your level of alertness and productivity and adjust your schedule accordingly.



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