

## **Time Management**

### **Making a Schedule—**

- Record mealtimes, regularly scheduled personal activities, physical activity/sports and any other special activities you'd like to do on a regular basis
- Schedule review times before and after every course, whenever possible
- Schedule blocks of study time—be consistent with the same subjects at the same time each study day, and start with the ones that are the hardest or the ones you aren't not doing as well in
- Schedule a weekly review in for each of your courses
- Label some empty blocks of time as open for academic or personal needs

### **Assessing Daily Activities—**

- Assess what you do in a typical day and estimate the amount of time you do it to build self-awareness—what can you take out of your schedule or devote less time to every week?
  - (i.e. 1 hour getting ready, 4 hours in class, 2 hours social activity, 8 hours sleep, etc.)
- Concentrate on one thing at a time.

### **Planning ahead—**

- Maintain and develop a list of specific things to be done each day, set your priorities and the get the most important ones done as soon in the day as you can. Evaluate your progress at the end of the day briefly.
- Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards those goals on a daily basis.
- Always keep those long-term goals in mind.
- Look ahead in your month and try to anticipate what is going to happen so you can better schedule your time.
- Think on paper when possible-it makes it easier to review and revise.
- Put your efforts in areas that provide long-term benefits.

### **Procrastination—**

- Catch yourself when you are involved in unproductive projects and stop as soon as you can.
- When you catch yourself procrastinating-ask yourself, "What am I avoiding?"
- Try rewarding yourself when you get things done as you had planned, especially the important ones.