

## Benefits of Time Management

- ✓ An organized study schedule enables you to plan ahead and pace yourself
- ✓ You can allow for time away from your studies.
- ✓ Helps you establish study priorities by understanding your complete time schedule.
- ✓ Puts you in control of your own life.
- ✓ You don't feel guilty about the studying you haven't done.
- ✓ Greatly reduces stress.
- ✓ Helps you be more effective, successful and happy.

## Five Steps to Better Time Management for College Students

- ✓ Determine how you spend time now
- ✓ Prepare time management tool
- ✓ Identify and schedule fixed blocks of time
- ✓ Identify and schedule desired tasks
- ✓ Create your days with tasks and to-do-lists

### 1. Determine how you spend your time

- ✓ Log your time to get a "reality check".
- ✓ Record each thing you do and how long it takes.
- ✓ Pay attention to your best time for working (when your brain and body are most naturally alert and awake).
- ✓ Note how you are wasting your time.
- ✓ How can you be more efficient?

### 2. Prepare time management tool

- ✓ Decide on time management tool

#### Smart Phones

- Useful Apps like Google Calendar and Outlook have many useful features such as to-do-lists, calendar sharing, reminders and searching capabilities.
- Can be distracting with other activity that goes on, such as social media and texts.
- Some prefer the all-in-one features.

#### Paper Planners

- One singular purpose, providing you with space to keep track of what needs to be done.
- Customizable to your needs without distractions.
- Some prefer the act of pen to paper.
- Some evidence that the act of writing things down is a more effective way of remembering.

### 3. Schedule fixed blocks of time and important dates

- ✓ Schedule all of your lectures, tutorials, labs etc. from your class schedule.
- ✓ Schedule time for work, sleep, meals, daily chores and any other regularly attended commitments.
- ✓ Schedule subject-specific study time based on 1-hour class/2 hours of studying. Bus time? Weekends? Free time between classes?
- ✓ Review course outlines and record all assignment due dates and test dates.
- ✓ Record all other important dates: interactions with faculty, academic advisors, financial appointments, medical etc.
- ✓ Schedule 10-15 min. for **creating your days**.

<b>4. Schedule desired tasks</b> <ul style="list-style-type: none"> <li>✓ Schedule activity to promote PHYSICAL well-being such as walking, biking or other physical activity you enjoy.</li> <li>✓ Schedule activity to promote EMOTIONAL well-being such as time with family and friends.</li> <li>✓ Schedule activity to promote MENTAL well-being such as doing something creative, spending time in nature, reading, yoga, listening to music.</li> </ul>					
<b>5. <u>CREATE</u> your days with to-do-lists</b> <ul style="list-style-type: none"> <li>✓ Spend the first or last part of each day creating a plan for the day ahead.</li> <li>✓ Your tasks should be related to your values and goals</li> <li>✓ Be realistic about what you can accomplish in a day.</li> <li>✓ Break big tasks into small ones to avoid feelings of overwhelm.</li> <li>✓ Do ugly tasks first. “Lick your frogs first”.</li> <li>✓ Prioritize lists based on DUE DATES and IMPORTANCE.</li> <li>✓ Allow time for reflection and identify your strengths and challenges.</li> </ul>					
<b>Time Management Self-Assessment</b> Self-assessment of your study time patterns allows you to explore and evaluate the range of decisions you make each day with regard to time management. Odd numbered items are positive components and even numbered items are negative components. A positive score indicates proactive time management and a negative score indicates room for improvement. Regardless of your score, review the questions and decide where you can improve your skills.					
Do these items reflect you as a student?	No				Yes
1. I keep careful record of the dates of upcoming major events such as tests and assignments.	1	2	3	4	5
2. I often feel really panicky about being behind with my work.	1	2	3	4	5
3. During a study session, I set small goals and work to achieve them (e.g., read 5 pages of text and do three math problems).	1	2	3	4	5
4. I tend to miss classes.	1	2	3	4	5
5. If I need to solve a problem quickly, I get help from another student, the instructor or other helpful resources.	1	2	3	4	5
6. I often miscalculate how much time homework tasks will take.	1	2	3	4	5
7. I have set up a regular plan for my study activities.	1	2	3	4	5
8. I find my current course load too heavy.	1	2	3	4	5
9. I bring assignments early so I have time to do a good job.	1	2	3	4	5
10. I have difficulty concentrating while doing homework.	1	2	3	4	5
11. I plan ahead so I can be flexible about putting in extra hours if I have a lot of school work to do.	1	2	3	4	5
12. I always seem to be behind with my work.	1	2	3	4	5
13. I regularly use a day planner to plan my activities.	1	2	3	4	5
14. My marks tend to suffer because of last minute cramming for tests.	1	2	3	4	5
15. Each day I have clear goals that I wish to accomplish.	1	2	3	4	5
16. I am easily distracted from school work by my friends, tv, social media, etc.	1	2	3	4	5
17. I really enjoy working on the courses I am taking.	1	2	3	4	5
18. I can only work if I feel like working.	1	2	3	4	5
19. I prioritize tasks effectively.	1	2	3	4	5
20. I have a hard time deciding just what school work I should be doing outside of class.	1	2	3	4	5