

Time Management Tips

Feeling like you don't have enough time in a day to get everything done can cause a lot of stress. Learning to manage your time and prioritize tasks can help you do better in school and be less stressed.

1. Have a calendar to keep track of your academic and personal commitments. Use whatever type you think will work best for you, whether it is on your phone, Google Calendar, or a paper planner.
 - a. Write out major events for the semester such as project due dates , exams, and quizzes
 - b. At the start of each week, make a weekly schedule of what you need to do:
 - i. Class schedule
 - ii. Homework assignments that are due
 - iii. Any exams or quizzes
 - iv. Meetings
 - v. Work shifts
 - c. Decide on the amount of time you need to study and do homework for the week. Write it into your schedule.
 - d. At the start of each day, make a list of what you need to do. Set your priorities and do the most important tasks first.
2. Make time for yourself
 - a. It is unrealistic to expect yourself to study, go to class, and work all day every day. You will be less stressed and healthier if you give yourself time to relax, have fun, and hang out with friends.
 - i. If you need to, write in personal time and commitments into your weekly schedule.
 - b. This means learning to say “No.” Overcommitting yourself socially or academically will add to your stress. Prioritize what is important to you.
3. Sleep should be a priority
 - a. Getting enough sleep is one of the best ways to do well in school, stay stress free, and healthy.
 - b. Make time in your schedule for 8-9 hours of sleep each night. You will be more focused, productive, and alert to take on your tasks for the day.
4. Work on overcoming procrastination
 - a. Work backwards from a deadline by breaking a large project into smaller tasks. Estimate how much time it will take you to accomplish each task and schedule that time into your week.
 - b. Plan in breaks. For every 45 minutes of studying, take a 15 minute break. Do something totally different that will relax you or energize you - take a walk, sit out in the sun, or listen to music!
 - c. Know when your peak energy is. If you are a morning person, don't take on your biggest projects at night and vice versa.