

Time Management

Time management is key to managing a busy schedule. But time management is about more than setting your alarm clock and keeping your calendar up-to-date. These tricks will help you make the most of your time and stay on track:

Chart your day. Don't just put appointments and classes on your calendar. Schedule specific time for studying, running errands, or having coffee with a friend. Set time limits on each of these activities so that you stay on track.

Find a study buddy. Partner with one or more fellow students when you're studying so you can keep each other on track. If you're working on the same material, quiz each other and share insights.

Leave a cushion. Life doesn't always follow a set schedule, and unexpected events can throw your daily routine into a tailspin. Building a time cushion into any project will protect you from the unexpected, such as a computer crash, needing to work an extra shift, or an ill-timed cold.

Never procrastinate. Start assignments as soon as you can. If you have a long-term project, schedule a few hours to work on it each week. Plan to be done at least a week before it's due so you have time for revisions and rewrites.

Avoid cutting corners. It's important to know the difference between finding a handy shortcut and cutting corners. Being efficient is smart; sacrificing the quality of your work is not.

Become self-aware. We all have our favorite distractions. Know what yours are, and try to avoid them when you should be working or studying. Schedule breaks for catching up on social media, playing a favorite game, or watching TV.

Communicate. Each semester, update your family and friends on your current schedule. If you feel pressured to spend more time with other people, do what you can to be accommodating, but set boundaries.

StudentLife can help you figure out ways to better manage your time. Call 24/7/265

Call StudentLife®* toll free anytime. **1-855-695-2818**

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Call collect to 262-574-2509 if outside of North America. TDD and language translation services are available.

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