

Time Management

The goal of effective time management is to make you aware of how you're spending your time and to help you make purposeful decisions as you balance class, study, work, and leisure time. The good news is that you can learn to manage your time better and avoid procrastination. The bad news is that it is going to take some time and discipline as you work to change old habits.

Where My Time Goes

Determine how you are using your time. Make a schedule for each day of the week, broken down into 24, one-hour increments. Over the next seven days, record how you spent your time. At the end of the week, total your time spent in the following activities to the nearest hour:

<i>Sleeping</i>	<i>Personal Hygiene (dressing, showering, etc.)</i>
<i>Eating</i>	<i>Traveling (to work, class, home, etc.)</i>
<i>Studying</i>	<i>Leisure activities (TV, internet, social media, social life, etc.)</i>
<i>Working</i>	<i>Attending class</i>
<i>Exercising</i>	<i>Household chores</i>

Take a look at these weekly totals. Are they what you expected? Can you make better usage of your remaining time?

Schedule Your Time

You need to start making "informed decisions" about how you use your time. If you don't already have a daily planner, get one. If you do have one, be sure to use it. A planner is an absolute must if you intend to use time efficiently and effectively.

Monthly Schedule

With a planner in hand, create a month-by-month, semester long schedule (or, use the free Semester Organizer template on the SSC website!) and include the following information:

- The beginning and ending of classes, holidays, registration dates, drop/add deadlines, final exam week, and other academic events that are important to you
- Consult the syllabi for your courses to record the various exams and assignment due dates for each course
- Include personal activities and events such as trips home, weddings, concerts, etc.

Once these important events have been recorded, you will have an overview of the entire semester. This overview allows you to plan ahead for activities and insures that you can find the preparation time needed to do your best.

Weekly Schedule (also available for free on the SSC website)

The weekly schedule provides you with a day-by-day overview of your commitments. These daily calendars can be as detailed as you like, but should be sure to include time designated for classes, exams, study sessions, work, daily review sessions, and other fixed responsibilities.

It is important to schedule time for studying. Alternately, it is OK and encouraged to schedule time for recreational activities. Remember, balance between class, study, work, and leisure is important!

To-Do List

Everyone has appointments to keep, errands to run, and work they want to complete. A list helps you keep track of what needs to be done and reminds you to prioritize and organize your activities efficiently. This can be a huge help in combating procrastination as well--the more you interact with your to-do list by adding new entries and crossing off tasks as you complete them will help you stay organized.

Time Management, cont.

A key part of managing your time effectively is avoiding procrastination. Review the strategies below to see which options will best factor into your life to help you stay on track.

Tips for Controlling Procrastination

- Focus on the advantages of completing the assignment early (better grades, less stress, more free time, etc.), rather than on the reasons you are putting it off
- Use your semester and weekly schedule to anticipate and dedicate the time necessary to do your best work
- When you start early, you have time to break the task down into more manageable and less unpleasant pieces
- Get organized and have the materials you need at hand
- If you are having trouble getting started, talk to your instructors; they can often boost your confidence and point you in the right direction
- Reward yourself! After you have worked hard, do something you enjoy.

Other Resources/Tips

- Refer to the PDFs on the SSC website for fillable time management options to best fit your needs
- Sync your Outlook calendar to your phone calendar so that you never miss an appointment
- If you are struggling with time management and need assistance, request an Academic Skills Tutoring appointment via the SSC website to help you create a plan for how to navigate your many courses and other responsibilities
- When in doubt, just ask! Your Peer Mentors, Advisors, Success Coaches, Tutors, and Supplemental Instruction leaders are all available to help support you on your college journey. Don't be afraid to reach out with a question or problem as they come up.
- College can be overwhelming, but there are many different campus resources all designed to help you be successful. You are not alone, and there are lots of people who want to help you!