

TIME MANAGEMENT

Managing your time well will help you accomplish all the things you *need* to do, and allow you to do the things you *want* to do, too!

Set Goals

Look ahead. Set both short-term and long-term goals that will help remind you of what you are working towards.

Write it Down

Whether you use a planner or just a to-do list, write down deadlines, due dates, and all the tasks you need to complete to keep yourself organized.

Prioritize your To-Do List

Determine what needs to get done first. Sometimes we focus on things with deadlines or urgent timelines. At other times we focus on getting little tasks out of our way to focus on big tasks. Figure out what works best for you in this situation, but prioritize your to-do list to make things more manageable and focused.

Budget your Time

Set aside time each day for the things you have prioritized. On your calendar or in your planner, dedicate specific time to studying, relaxing, eating, and going to class. Setting up a calendar each week will help you know what is coming up and keep you on task.

Practice Flexibility

Allow some room in your schedule for flexibility. Sometimes plans will change last minute, or a group member will be sick and you have to adjust your meeting times. Allow yourself the flexibility to adjust things when necessary.

Be Realistic

You are just one person and there are just 24 hours each day. Be realistic about how long various tasks will take. Be sure you give yourself time to do things well. This might mean saying "no" to some activities so you have time to focus on the most important tasks and activities.

Ask for help

Talk with your success coach, academic advisor, professors, mentors, friends, and other trusted individuals if you need help. These people can help you prioritize tasks and budget your time. Letting folks know when you might be feeling overwhelmed can help them know how to best support you, too.

Take Time for Yourself

Self-care is important in time management as well. Schedule time that will help you rest and relax amidst the hustle of college. Schedule time that will help restore you, whether that is time to sleep-in, read, hang out with friends, journal, watch TV, or some other activity that helps YOU!

