

TIPS FOR TIME MANAGEMENT

Good time management helps you become more focused, efficient, and productive. You can accomplish more in less time. It also helps you achieve a better balance and reduce your stress levels. Below are some tips to help you manage your time more effectively.

CREATE A PERSONALIZED SCHEDULE

Create a calendar for yourself with upcoming deadlines, exams, athletic or social events, work shifts, and other time commitments. Keep this where you can see it easily, in a planner, on your wall, or use an app such as Google Calendar.

SET REMINDERS

Knowing deadlines is important, but so is staying on top of the tasks needed to meet those deadlines. Set alarms on your phone, set digital alerts, or write things down in your planner. Make sure you allot enough time to complete the task.

BREAK UP LARGE PROJECTS INTO SMALL TASKS

Large projects can feel overwhelming, which makes it easier to procrastinate. Break it up into small, more manageable steps and prioritize what to do first. Also, set goals for what you want to accomplish each day. This can help build up your momentum and stay on track.

TAKE BREAKS PERIODICALLY

Set a timer for how long you want to study or work on a task (perhaps 30 minutes). When that timer goes off, set it again for a short break (perhaps five minutes). Keep repeating this process. Also take note of if you get hungry, tired, fidgety, or keep losing focus; these indicate you need a break.

REMOVE DISTRACTIONS

While doing schoolwork, turn off your phones, social media, televisions, music, and anything else that might distract you. You can check these during your planned break times. You may also need to find a quiet place where fewer people are around.

AVOID MULTITASKING

The more things you try to do at once, the more time each thing will take to finish. Deeply focusing on one task at a time will actually make you much more productive.

FIND SUPPORT AND LEARN TO DELEGATE

Find an accountability partner or study buddies that will help keep you on task. Use ACE, the Writing Center, and your professors for academic support. Also, ask your family or roommates to help with chores or errands so that you have more time to work.

BE REALISTIC AND FLEXIBLE

Realize that unforeseen things can happen and mess up your schedule. Allot extra time to accomplish things. Be patient with yourself if something causes you to not finish your tasks as planned. Also be sure to take some time for yourself to relax and have fun. This supports your physical and mental well-being, which can help in times of stress.

SOURCES

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