Time Management:

When time is managed, there is space for academics, work, social activities, and anything else that needs to be done. Time management is one of the adjustment issues students will need to resolve in order to find academic success. Try the strategies below to maximize your time:

Time Management Strategies:

**Semester Calendar** – write down all the important test and assignment dates found in your syllabi so you get an idea of your workflow.
- Test dates, papers, presentations & other big assignments
- Add reminders to study or to begin working on a paper or assignment

**Weekly Schedule** – College students spend an average of 3 hours per day in class; therefore, it’s really easy to waste time. A weekly schedule allows you to prioritize your daily activities so you have time for everything and sets you up for a healthy routine.
- Class
- Homework
- Study prep: reading, re-writing notes, making flash cards, etc.
- Athletics & gym time
- Meals
- Breaks

**Daily To-Do List** – Make a list of things that must be accomplished by the end of the day.
- Read chapter 5 in my psych book
- Complete my Spanish HMW
- Run for 30 minutes
- Buy a planner

**Plan for Fun** – balance is important in college. Follow the 80/20 rule with 80% of your focus on academics (5.6 days) and 20% of your focus on having fun (1.4 days).
- Friday nights and Saturdays can be free days when you stay on top of assignments through the week
- Sleep in on Sunday and start the routine over Sunday afternoon