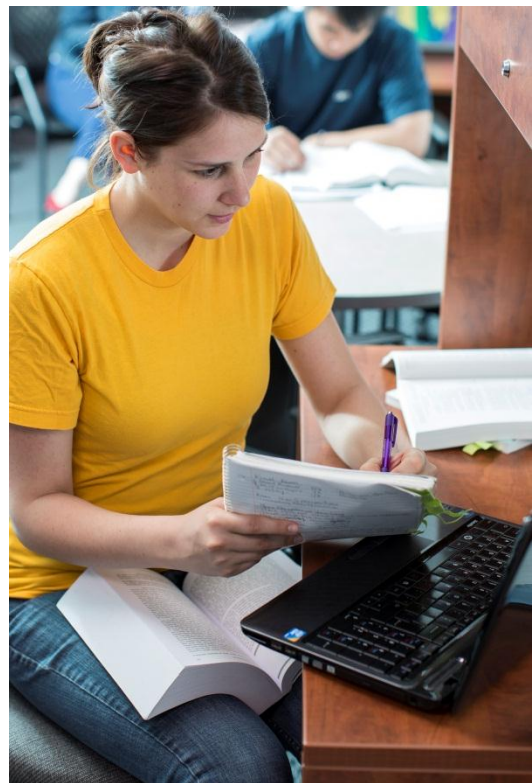


Time Management Strategies

Time management is about making smart decisions about how and where you spend your time. Here are some strategies to help you use your time more effectively. If you currently practice no form of time management, you may have more success picking a couple new habits to incorporate into your routine at a time. Find the methods of time management that work the best for you.

1. **Organize your semester.** Plot all of the important dates on a monthly calendar: assignment due dates, midterms, exams, and appointments.
2. **Be specific.** Be specific about the time you are going to start working, where you are going to work and what you are going to work on.
3. **Make use of small blocks of time.** It is surprising how much you can get done by using the time on the bus, time in between your class, while waiting for a ride, or waiting for your laundry to dry.
4. **Make to do lists for each day.** Prioritize the list at the beginning or end of each day to know what needs to be done first.
5. **Develop a reward system.** What do you do when you are procrastinating? Use that as your reward for completing a set time of academic tasks. For example: If I complete my assignment before 7:00 pm I will go out with friends (or whatever you enjoy doing in your spare time).
6. **Expect the unexpected.** Plan to complete your assignments, essays, projects or exams a few days in advance. This type of planning will allow for time to edit the assignment and/ or extra time if an unexpected time commitment must be addressed.



7. **Complete the more difficult or less exciting homework tasks first.** Often students procrastinate on the more difficult or time consuming tasks. By getting these tasks done first it will help to alleviate the feelings of guilt and anxiety because of procrastinating.
8. **Know and use your best time of the day.** When are you most alert in the day? Are you a morning person or a night owl? If you do not have a time of the day you are most alert, consider getting more sleep and study in the morning which research demonstrates as the most effective time of day.
9. **Treat school like a job.** If you're a full-time student, school is your primary job. Just like a full-time career, to be successful may require 35 to 55 hours each week.
10. **Spend Time on Each Course Every Week.** Cramming is stressful and often ineffective at university. The best preparation for tests is what you do day-to-day.
11. **Visit a success coach.** If you would like more information on how to incorporate these strategies into your study routine visit a success coach. To book an appointment, visit the student success office (2nd floor of south campus hall) or call 519-888-4567 ext. 84410.

