

Time Management Tutorial

Time Management Strategies



1. Be Aware of How You Use Time
2. Schedule Tasks
3. Evaluate and Adjust
4. Set Goals

1. Be Aware of How You Use Time

Do you:

- Estimate how many hours you need to study each week?
- Complete assignments on time?
- Begin working on big projects right away?
- Make a daily “to do” list?
- Make study time a priority over social events?
- Work less than 10 hours per week?
- Set specific goals each time you study?
- Work on your most difficult assignments first?
- Study when you are alert and get a lot accomplished?
- Think that being a student is like having a job?

How many times did you answer “yes” to the questions above?

- If you answered yes to more than six questions, you are already using some effective time management techniques – that’s great!
- If you answered yes to six or fewer questions, it may be helpful for you to learn about effective time management techniques.

2. Schedule Tasks

Using schedules can help make time management work for you. Try the following four steps:

- Create a semester schedule
- Plan and check your work load weekly
- Make a daily plan
- Evaluate your plan morning and evening

Create a Semester Schedule

Create a framework for your semester:

- Write down class assignments, quizzes, tests, projects, and papers
- Note other activities such as work hours, meetings, social events, and out-of-town travel
- Update your schedule regularly for an accurate view of both study and non-study times

Plan and Check Weekly Work

Manage a week's worth of time:

Create a list of all class assignments that need to be started or completed

- Note daily living activities
- Estimate how long each task will take
- Assign tasks to be completed during each day

Make a Daily Plan

Create quickly from your weekly plan:

- Make a daily schedule
- Include tasks not completed from the previous day
- Prioritize tasks using a system that works for you
- Cross off tasks as they are completed

3. Evaluate Your Plan

Evaluate each morning:

- Number of tasks to be completed
- Amount of time needed to complete tasks

Evaluate each evening:

- Number of tasks actually completed
- Amount of time realistic
- Possible adjustments

Making Time Adjustments

Find more time in your schedule to study by trying the following strategies:

- Identify your best time of day
- Study difficult subjects first
- Study in the same place
- Use the library
- Avoid distractions
- Use “waiting time” to study
- Treat your class like you would a job

4. Set Goals

Setting goals can help you increase your motivation and achievement. Academic or career counselors can assist you with expert guidance as you work on creating your educational and career goals.

Goal-Setting Strategies

Use the following strategies to help you set your time management goals:

- Prioritize goals
- Break big goals down into smaller parts
- Create realistic goals you can achieve
- Identify what you are willing to give up in order to achieve your goals
- Use a realistic timeline for achievement
- Reward yourself when you achieve a goal

Be patient with yourself – it takes “time” to change your time management habits.