

# 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.