

Keys to Success: Time Management

The Essential Steps:

- ✓ **Determine realistic short term and long term goals**
 - Must be specific and measurable based on concrete facts
- ✓ **Identify ways to achieve your goals**
 - Create specific deadlines and time line
- ✓ **Get the “big picture”: Lay out master timeline for the semester**
 - Fill out monthly calendars with important dates and sequential goals
- ✓ **Create a consistent weekly schedule**
 - Color code a timetable with class, work, study schedule, and social and personal commitments
- ✓ **Create a daily and weekly To-Do list with reminders and priorities**
 - On Sunday, create a list of specific things you want to accomplish for the upcoming week.
 - Each day, have a list of 2 or 3 things you want to accomplish
- ✓ **Avoid procrastination**
 - Ask yourself – Why are you putting specific things off?
 - Do not wait till the night before to start a big project! Start big projects early. Break it into manageable parts.

Helpful Resources:

- ✓ **Create an assignment schedule**
 - <http://www.lib.umn.edu/help/calculator>
- ✓ **General tips and printable resources**
 - <http://www.dartmouth.edu/~acskills/success/time.html>

Managing Your Time: Monthly Calendar

Create a master timetable for the semester using the Student Planner (to the right).

Steps:

- ✓ At the start of each semester, organize all of your syllabi.
- ✓ Fill out the calendar with important dates for ALL of your classes and special events.
 - Test and quiz days
 - Due dates for projects, papers, and presentations
 - Social and personal commitments, term breaks
- ✓ Create a time line for assignments.
 - Start big assignments EARLY – mark on the calendar when you plan to begin the assignment.
 - Break the assignment down into manageable parts. Come up with sequential goals you want to complete.
- ✓ Post this calendar at a location (such as your desk) so you can continue to update it and remind yourself about future events!!

Managing Your Time: Weekly Schedule

Consider creating an Excel spreadsheet to help you organize your weekly schedule (see example on back).

Steps:

- ✓ Block out time for consistent weekly events such as:
 - Classes
 - Work
 - Meal times
 - Athletic practices, extracurricular activities, and other social commitments

- ✓ Schedule specific blocks of time on particular days to study and complete homework. Pick a specific location (such as the library) to study. Get into a consistent study routine.

Remember:

- ✓ It is helpful to color code specific activities.

- ✓ Schedule specific blocks of time for study breaks and personal leisure.

- ✓ Post this schedule at a location (such as your desk) so you can continue to update it and remind yourself of commitments.