Time Management 101

A few statistics...
   We all have 24 hours in a day
   We all have 1440 minutes per day

...but what with do with those minutes and hours varies and is different, and that is OK. We have to learn what works for us. Here are a few tips and tricks for time management

What is time management?
   The ability to use one’s time effectively and productively,
   The process of organizing and planning how to divide your time between activities

Why is this important in college? If you fail to plan, what might be some of the consequences?

Tips and Tricks
   o Treat academics like a job
   o Consistent eating and sleeping schedule
   o Learn to say “no”
   o Use a planner
   o Go through your syllabi. Write down important things like tests, quizzes, presentations, projects, etc.
   o Write down important personal and social things (doctor’s appointments, dinner with friends)
   o Schedule breaks
   o Set reminders
   o Make a daily to-do list, then prioritize the list
   o Chunk assignments
   o Manage your energy. Spend daylight hours wisely!
   o Chunk your time
      o Less than an hour – make notecards
      o More than an hour—start literature review

Physical examples for support: grade sheet, schedule worksheet
   Block out fixed commitments – classes, work, meals, organizational meetings