

## Time Management Tips

1. **Identify your goals.** This is done before you create your schedules. With clear goals you can schedule and spend time in the activities that are most important to you. Use these goals when prioritizing your “to do” list.
2. **Carry your calendar with you.** Write down appointments as soon as you make them.
3. **Learn to say “No” to those who interrupt your study periods.**
4. **Put up a do not disturb sign during your scheduled study times.**
5. **Make agreements with living mates about study time.** Make the rules clear and be sure to follow them yourself.
6. **Turn off your phone during study times.** You can always check your messages during your study breaks. If you return phone calls, be sure to time yourself so you do not go past your break time.
7. **Write yourself a note regarding any distracting thought or ideas.** Sometimes you will remember something unrelated but important during study times. Just write yourself a note to address it later rather than letting it get your scheduled study time off track.
8. **Get ready the night before.** Completing a few simple tasks just before bed can help you get in gear faster the next day. You can pack your lunch, lay out your clothes, get directions, organize your backpack, or get materials ready for your research paper.
9. **Use wait time to study notes or read your text.** An added 10 minutes here and there can add up by the end of the week.
  - a. **5 Minute Tasks** – organized notes to prepare for a later study session, put in a load of laundry, schedule an appointment, preview an assigned chapter, review previous class notes.
  - b. **15 Minute Tasks** – review class notes, review the next day’s schedule, balance a checkbook, outline a term paper, complete a math problem.
10. **Handle Each Piece of Paper Only Once** – Don’t pick something up until you are ready to deal with it. Don’t be a paper shuffler.

Most information provided was adapted from: Dembo, M. (2004). *Motivation and Learning Strategies for College Students*. (pp. 146). New Jersey: Lawrence Erlbaum Associates, Inc.

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