

Other Time Management Strategies

Below is a list of potential time management strategies. Now that you have created an ideal schedule and master calendar, consider the following strategies that will help you make the most of each day. It is likely that you are currently using some of these strategies; however, there are probably many that you have not tried or considered. Be open to trying new strategies and creating new and helpful efficiencies!

TIME MANAGEMENT STRATEGY	NOTES/EXAMPLES
Sleep	Long-term lack of sleep can be the equivalent of being intoxicated
Pack items for the day the night before	Avoids forgetting important items and then wasting time during the day to retrieve needed items
Divide study sessions by types of activities and/or subjects	Switching between writing, reading, doing math problems, etc.
Set study session to dos/goals	In the next hour, I will read 10 pages, create 10 flashcards for vocabulary words, etc.
Use master calendar to plan weekly to dos/ goals	
Plan weekly goals/to dos at the beginning of the week (e.g., Sunday night)	
Each night, plan the next day's to dos/goals based on weekly goals	Adjust as tasks and goals are completed throughout the week
Prioritize to dos and weekly goals based on deadlines and importance	
Set real rewards for achieving weekly goals	
Set real consequences/plans of action when not achieving weekly goals	"I won't do anything else on Saturday morning until weekly goals are complete"
Set-up routines and use your ideal schedule	
Adapt schedule, if needed, to be more realistic as you learn more about yourself and your schedule	
Set time for household chores	Laundry, shopping, etc.
Using your master calendar, set short-term deadlines for long-term projects	Draft paper due date for end-of-semester research paper
Schedule readings in smaller blocks across the week rather than sitting down and reading long periods/pages at a time	100 pages over 5 days, 20 pages per day
Plan smaller study sessions for subjects across the week and/or day rather than large blocks	1 hour per day over 5 days; 1 hour in the morning and 1 hour in the evening
Break large assignments into smaller pieces	10 page paper, 1 page per day

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Make tutoring and study groups a normal part of your weekly schedule/routine	
Plan for breaks and mini-rewards throughout the day	45 minute focused study, then 15 minutes Instagram/texting
Allow for exercise and don't skip meals	
Share your schedule, especially study times, with your friends and roommates and ask for their support	
Study in areas where there are no distractions	
Turn-off electronics when studying or sleeping	Phone and social media
When eating a frog is on your to-do list, eat the frog first	By completing the hardest and/or most boring tasks first, everything else is easy then
Carry study aids for on the run (e.g., flashcards, graphic organizers, etc.)	
Start with hardest subjects when fully refreshed	
Finish with easier more enjoyable subjects when more tired, less focused	
Base your schedule on realistic expectations of your periods of focus, distraction, etc.	If you are not a morning person, don't schedule study time first thing in the morning
Start assignments once you have all materials and information you need, rather than starting at the last possible moment	"What is the earliest date I can start?" versus "What is the last possible date I can start and still get done?"
Finish assignments early	Allows you to produce your best work by allowing you to revisit tasks, avoid technical problems, get feedback from peers and professors, avoid missing opportunities to get questions answered, etc.
Build social and leisure times into your schedule	Allows you to get real breaks and then be fully focused for work and school tasks
Build in flex time into your schedule	Allows for extra time needed during exam weeks without destroying your routines/schedule
Study time outside of class should be 1-3 hours per credit hour of class	A 3 credit class = 3 to 9 hours of study time outside of class; all classes are not equal, base study time on level of difficulty
Plan study time to support long-term information processing, not just completing assignments and/or studying for a exam	Reduces stress and allows for efficient studying versus cramming (i.e., you are always preparing for an exam)
Create test plans	Plan studying and tasks over the course of weeks, plan specifics (e.g., amount of study time and tasks) during exam weeks