

Time Management

Time management is important for successful college students. The university environment is different from high school. Professors expect students to attend classes, complete assignments, and take responsibility for their own academic progress.

Manage Your Time More Effectively!

Set Goals

- Consider your immediate, short term, and long term goals.
- Goals should be concrete, specific, measurable, and realistic (Example: I will attend all of my classes this quarter).
- Remember to reward yourself for making progress toward these goals.

Keep Track of Time

- Know how you are spending your time, where it is being spent well, and where you are potentially wasting time. Complete the Time Component Analysis below.

Total Number of hours available each week

24 hours a day x 7 days = 168 hours in a week

Activity	Approximate Time Spent in Each Category
Sleep:	
Classes:	
Study:	
Meals:	
Recreation:	
Other:	
Total Time:	

- Utilize small chunks of time to organize or complete smaller tasks (Example: Review notes while riding the bus or walking to class).

Make Plans

- Organize by keeping a written record of tasks to be completed using “to do” lists, daily, weekly, and monthly schedules.
- Include in your schedule class time, study time, test dates, assignment deadlines, work commitments, and don't forget personal time.
- Break up large assignments into smaller manageable pieces. For example, a 10 page term paper may be reflected in 5 parts. (1) Preliminary research, (2) paper outline, (3) introduction and literature review, (4) the topic or issue being addressed, and finally (5) the conclusion and reference list.
- Be specific! Instead of writing “study” on your schedule, write “read chapter 2 for History.”

Note: Most courses will require 2 to 3 hours of school work for each hour spent in class.

Self Monitor and Adjust Your Schedule

- Practice self-discipline by sticking to your time management plan.
- Control your environment by eliminating interruptions such as unexpected visitors and telephone calls.
- Make sure you are allotting enough time to complete assignments without sacrificing quality.
- Be careful not to over commit yourself. Learn how to say NO.

Poser, B. (2003). *Time Management for Students*. www.yorku.ca/cdc/lsp. Counseling and Development Center, York University.