

# Time Management for College



## What is time management?

Time management is the ability to plan and control how you spend the hours in a day to effectively accomplish your goals. This involves juggling time between the different activities of life—school, work, home, social life, and hobbies. It is important to establish clear goals and priorities in order to set aside non-essential tasks that can eat up time, and to monitor where the time actually goes.

## Take control of your time

Plan your day and know where your time is going. One way to help keep up with where your time is going is to keep a planner. Use the planner to plan out your day and where your time will be spent. You will want to include class time, work time, outside commitments and study time. You can set up your planner by hand or electronically, the choice is yours. The most important part is that you use it! [This is a great resource to help you manage your time.](#)

## Prioritize

A good way to prioritize is to set up daily and weekly to-do-lists. This allows you to categorize the tasks and get the most important things done first so that they don't get pushed back. You can look at the week ahead from your planner and set yourself tasks every day and then when Friday comes you will have accomplished what you needed to do for the week. It can be very satisfying to be able to check off tasks as you complete them and feel the accomplishment of meeting your to-do-list goals. [For more information on setting priorities, watch this video.](#)

## Say NO to Procrastination

The most common cause of underperformance and stress is procrastination. When you procrastinate you put things off that you should make a priority. Procrastination creates a situation in the future in which you will feel stressed and overwhelmed by the deadlines lining up. One way to help with procrastination is to minimize distractions. There are many distractions that can easily interfere with

your study time. Technology can be a huge distraction. You might want to consider putting your phone and notifications on silent when you are working on your school work. Also scheduling a certain time to respond to email can help you to stay on task and lower your chance of procrastination. You may find that listening to music helps you to block out distractions and stay on task. [You may want to try this website.](#)

## Establish a Study Plan

- Plan for peak times of concentration. If you know that you are a morning person, set up your schedule to study in the mornings. If you wait until after dinner and you are exhausted, you will not get the most out of your study time.
- Study in time blocks. Plan to study in 45 minute blocks and then take a 10-15-minute break. During your break time try to do something physical to get your blood flowing and give your brain a rest. Then go back refreshed and have another 45-minute study block.
- Study difficult subjects first. When you begin studying your mind is alert and fresh, therefore your concentration is better. That is the best time to take on those subjects that are more challenging for you. Don't give into the temptation to get the easy things done first.
- Practice distributed learning. Learning occurs more effectively if it is spaced over several study sessions. Study a subject one hour for three nights rather than one night for three hours. You then have a chance to review from one night to another to check that you are actually retaining the information.

## Stay Organized

Having a specific place to complete your homework and studying is important. If you can dedicate a specific room or desk, that is helpful. But even if that is not possible, having all of the supplies that you need in one space will be beneficial. You will want to have your work space cleared off and have all of the materials that you need on hand. Having everything you need readily available will help you to stay on task and complete your work. Try to set up your workspace in a quiet and well lit area. If you can use your time focused on the task at hand, rather than household distractions, you will get more accomplished. Having a well-organized and clean work environment is key for efficient time management

## For more information:

You may contact the Student Success Center to set up an appointment to discuss more strategies for Time Management. You can contact us at 864-941-8356.

