



Time Management

The Center for Excellence in Teaching,
Learning and Advising

Time Management

- The key to effective time management is literally being your own boss.
- One of the biggest stumbling blocks to time management is procrastination.

Time Management Tips

- Keep Your Long-Term Goals in Sight
 - Map out a plan to achieve your goals.
- Schedule Everything You Know About
 - Use a calendar to write down class times, work times, social events, and breaks.
- Start Tomorrow at the End of Today
 - Plan each day, starting with when you intend to get out of bed.
 - Use a to-do list for daily activities.

Time Management Tips

- Work Your Plan
 - Work your day according to your plan. If something new needs attention, wedge it into your schedule, or if it is an immediate emergency, make sure you reschedule your current task(s).
- Do the Tough Stuff First
 - Once the worst part of a project is over, the rest will be a breeze!

Time Management Tips

- Break Things Down to the Ridiculous
 - Dividing large assignments into smaller parts makes it easier to fit it into your schedule.
- Rules Were Made to be Bent
 - Give yourself extra time to cope with interruptions in your schedule.
 - In addition to time to work, build into your schedule some time to play.

Time Management

- There's Always Tomorrow
 - If your schedule falls apart, don't quit on time management. Instead, pick up the pieces, and start again the next day.