

TIME MANAGEMENT

There is never going to seem to be enough time in the day, so you must learn to manage your schedule, set priorities and find the right balance between work and play. Schools encourage students to use, on-line planners or day-timers at the beginning of the semester. “Rainlendar” is a free on-line calendar that can be used in combination with a classroom teacher’s first class calendar. Or, students can even purchase a day timer to facilitate planning one’s week.

SUGGESTIONS FOR STUDENT TIME MANAGEMENT

- = **Identify your goals**
- = **Set priorities**
 - ↳ Prioritize your goals – high, medium or low priority.
- = **Make a to-do list**
 - ↳ Create daily, weekly, monthly lists based on your priorities.
- = **Allocate adequate time for each task**
 - ↳ Be realistic about how much time will be required for each task.



= **Schedule time on every course every week**

- ↳ Plan to review course material at least every week. Identify what you don't understand early on so you can clear up any confusion before it comes time for exams.

PROCRASTINATION

Are you constantly putting things off and making excuses?

Procrastination is delaying a task or avoiding it altogether and is the most common time management problem among university students. Some procrastinators are students of high academic achievement. Some often know exactly what they should be doing but for several reasons are not able to complete their tasks.

Some reasons for procrastination and tips to help:

1. **Too challenging** – Sometimes *it seems too difficult to start a task we know will be grueling and we don't even know where to begin so we avoid the task altogether. Break down the task into smaller, easier steps.*
2. **Not enough knowledge or fear of failure** – Sometimes *the task requires complex skills or knowledge. Without this ability we may hold off starting the task, assuming it would be easier to wait until we know exactly what to do to avoid failure. Consider failure as a learning opportunity. Jump in and you may be surprised at the knowledge you will gain simply by trying.*
3. **Not enough time** – *The task seems overwhelming and may require a lot of time and energy. Break down the task into smaller chunks and give each one a reasonable time frame. You can get a lot done in just 15 minutes if there are no interruptions.*

4. **Distractions** – *Often we are unable to focus because we are in our regular comfortable everyday environment with all the distractions of daily living. Take control of the situation! Turn off the phone and the television and find a private study space.*
5. **Too many projects on the go** – *Often we put off tasks because we are swamped. We tend to get the smaller tasks out of the way and forget about the bigger more important goals. Look at the bigger picture. Choose what is most important first. Remember not everything that feels urgent is important.*
6. **Feeling guilty** – *Often we put off tasks because we feel guilty for not spending the time with friends or family and participating in an activity. Remember taking time to study is just as important as time with your loved ones. That's not to say that you should neglect your family and friends; they will be a good support system for you while in school and it's essential you maintain contact with them, but you must learn how to create a balance.*

MAKE THE MOST OF YOUR WEEK

If you want to be really successful and well organized, as mentioned earlier, use day-timer or day planner software. Upon setting your priorities, evaluating how long each task will take and considering the tips above, record it in your day-timer. This will help make you more likely to follow through with commitments and complete assignments on time. Remember to be realistic with your goals and allotted time on each task. Don't forget to include your breaks and travel time in your schedule to help keep you on track. **SEE SAMPLE SCHEDULE ON THE NEXT PAGE AND COMPLETE YOUR OWN SCHEDULE USING THE TIPS MENTIONED EARLIER.**



CHECK THESE OUT:

<http://www.academictips.org>

<http://www.studygs.net/timman.htm>

<http://www.smu.ca/counselling>

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00-8:00	Breakfast and walk to school	Field trip	Breakfast and walk to school	Breakfast and walk to school	Breakfast	Sleep	Sleep
8:00-9:00	History		History	History	History		
9:00-10:00	English		English	English	English	Chores	Chores
10:00-11:00							
11:00-12:00	LUNCH	LUNCH	Study time	Field trip	Lunch Intramural	Flexible study time	
12:00-1:00	BIOLOGY	PHYSICS	BIOLOGY		BIOLOGY		
1:00-2:00	PHYSICS	BIOLOGY	Physics lab	BIOLOGY	PHYSICS		
2:00-3:00							
3:00-4:00	Walk home Dinner	Science tutoring	Walk home	VOLUNTEER	Volunteer	Running errands	Chores
4:00-5:00	Free time	Walk home Dinner Free time	Grp Study	See Game	Walk home Dinner Free time		Free time
5:00-6:00	Recreational - try tennis or yoga	Study time	Clean up - free time			Recreational - try an aerobic class or jog	
6:00-7:00	Review time		Free time	Review time	Study time	Free time	
7:00-8:00		Free time		Review time			Free time
8:00-9:00	Free time		Review time		Free time		
9:00-10:00		Free time		Review time		Free time	
10:00-11:00							