



Steps for Strong Time Management for College Students

- Write Down Everything
 - Write it in one place.
 - Schedule sleep, laundry, friends, homework.
- Conquer procrastination
 - When you're avoiding something, break it into smaller tasks. Then, do just one of the smaller tasks or set a timer to work on the big task for just 15 minutes.
- Learn to say "No."
 - It's hard to say, but it's so powerful! Focusing on your goals is important.
- Schedule Time to Relax
 - Plan to watch Netflix on days that your schedule allows, but be aware of the days it's you need to be disciplined.
- Keep Trying New Systems
 - If you don't look at your phone's calendar, try a planner.
 - If a planner is hard to look at, try a calendar whiteboard.
 - Try color-coding to visually see what you need to do.
- Use a to-do list
 - This might be more helpful than a calendar. Or, it's helpful to use in addition to a calendar.
- Consider your biological prime time
 - Are you a morning person? Is it easier to write a paper right when you wake up? Or, are you a night owl? Can you write a great paper at night? Or, are you an afternoon wiz? Is writing a paper a breeze in the afternoon? Think about this when scheduling homework time or when you need to really focus.
- Allow for Flexibility and the Unexpected
 - Leave room in your calendar so that you move things around when unexpected events pop up.
 - Try writing due dates a few days earlier than they actually are to stay ahead.
- Plan Ahead
 - If you have a large research paper due the last week of the semester, work backwards in your calendar to figure out how much time you need to write, research, and pick your topic.
- Schedule Rewards In
 - If midterms end Friday at noon, then schedule in time with friends, a dinner out, or a movie night for that afternoon or evening. Your brain will need it and you can relax knowing your hard work paid off!

References

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