



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

Lucier, K. L. (2019). Steps for strong time management for college students. *ThoughtCo*. Retrieved from: <https://www.thoughtco.com/strong-time-management-for-college-students-793226>