



## 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>