Time Management

TO-DO LISTS
Benefits of to-do lists
• Get all of your thoughts on paper
• Rewarding to cross off tasks and gives you a sense of accomplishment
• Accountability toward goals
• Manageability of tasks and assignments
• Helps prioritize your time more effectively
• Gives you an action plan

How to make a to-do list…
• Be intentional and specific. Avoid saying “Study CHM” and instead say, “Study CHM Flash Cards Ch. 2-5.” This will give you focus for your studies!
• Break large tasks into smaller pieces. Figure out the small steps it is going to take to accomplish a bigger task and start those!
• Limit your list to the 5 most important items per day!
• Make separate monthly, weekly, and daily to-do lists to see the bigger picture and details.

ORGANIZATION
Organize your academics…
• Use a planner or white board
• Create to-do lists and stick to them
• Write everything down in a master assignment list so you remember it all
• Make sure your class notes are easy to read and understand

Why does organization matter?
The more work you put in ahead of time means less time you have to spend organizing things when it comes time to work on an assignment or study for a test!

PROCRASTINATION
• Set goals and hold yourself accountable.
• Do school work when your energy level is at its highest.
• Work for realistic periods of time – know what works for you!
• Avoid study marathons and all-nighters by having an organizational system, prioritizing your tasks and taking time out of each day to accomplish the most important/high priority tasks.
• Anticipate what assignments/tests/projects are coming up.
• Mix activities – switch subjects, take breaks, alternate between the easy and difficult homework tasks.
• Create an effective workspace by avoiding distractions, having good lighting and a comfortable (but not too comfortable) location.
• Reward yourself when you’ve finished tasks on time.
• Use down time to work – when you’re between classes, waiting for an appointment, etc.
• Utilize your resources and don’t be afraid to ask for help.

PRIORITIZATION
To prioritize your time more effectively…
• Make a conscious effort to choose what is most important to you.
• Organize your time around things that are high priority in your life.
• Create a schedule and stick to it.
• Concentrate on the most important things.
• Don’t try to take on too much at once.
• Work to achieve balance in your schedule – your health and well-being should be a priority!

Why does prioritization matter?
The more work you put in ahead of time means less time you have to spend prioritizing things when it comes time to work on an assignment or study for a test!