

Maximize Your Efficiency by Effectively “Managing Your Time”

1. Use a Calendar or Academic Planner

Write down: Deadlines of papers, projects, assignments, etc.

Exam dates

Any information pertinent to courses and academic program

Personal events

Everything else (so that you can visually assess the amount of time you have)

2. Make a “To Do” List

Write down: Everything that needs to be done within a specific time frame. Start small, by making a daily “To Do” list and cross off each item once it has been completed.

3. Prioritize Tasks

Write down: Try putting numbers next to the items on the “To Do” list in the order they need to be done. #1 being the most important or task with the earliest deadline.

4. Piecemeal

Yes, that is a real word. It means to work on something bit by bit or gradually. If a project or task seems too large or overwhelming, break it into smaller more manageable tasks.

5. Start Tasks Early

If you have a busy life outside of school it never hurts to start on assignments, projects, tasks, etc. earlier than planned, because they could end up taking longer to complete than expected or something unexpected may crop up leaving less time to complete it.

6. Minimize Distractions

- Put away your cell phone (even if you are using it for a clock)
- Work in a place where there are minimal distractions such as a classroom, library, or computer lab
- If conducting work online, limit limit limit the amount of internet browsing that is unrelated to your intended work. Browsing is inevitable and a good break, but it can easily suck up time, therefore designate a set amount of time to browse, be on Facebook, etc.

7. Focus

Do not lose sight of the big picture. It is easy to get wrapped up in the small details of day to day life and forget about the main reason you are in class. Remind yourself that this is all part of a process to get where you want to be, and most of all, that it is important to you.