

Basic Time Management Tips for College Students

- 1. Write things down.**
 - ✓ Get a student planner or a notebook to take down all your important engagements, assignments and more.
- 2. Don't take too many hours.**
 - ✓ Take a reasonable amount of classes each semester so you won't feel completely overwhelmed.
- 3. Stay organized.**
 - ✓ Keeping notes, assignments, etc. in one place
- 4. Focus on one thing at a time.**
 - ✓ Once you've finished one thing you can check it off your list and move onto the next.
- 5. Take charge of your time.**
 - ✓ At the end of the day, only one person has control over how you spend your time, and that's you.
 - ✓ Take charge of your day, get important things done and learn to say no if you have to.
- 6. Resist the urge to procrastinate.**
- 7. Get an early start to your day.**
 - ✓ You'll have more time during the day to work on homework and study, which will leave your evenings free to do things you enjoy.
- 8. Learn material the first time around.**
- 9. Control your surroundings.**
 - ✓ Limit distractions.
 - ✓ Find a quiet place to study.
 - ✓ Learn to say "no" to friends who want to play instead of study.
- 10. Have confidence in your abilities.**
- 11. Get the most out of class.**
 - ✓ Do not sleep or talk in class.
 - ✓ Read over materials before going to class.
 - ✓ Pay attention in class.
 - ✓ Be committed to getting your education.
- 12. Know what's important to you.**
 - ✓ What do you want to accomplish while you are a student at Gordon College?

Time Management Tips for College Students:

Study Tips

1. Take advantage of downtime.

- ✓ The less time you waste during downtime, the more time you'll have later.

2. Set goals.

- ✓ Set a goal of how much you want to get done and try your best to meet it.

3. Use the syllabus.

- ✓ Your **syllabus** will let you know when and how fast you'll be covering topics in your class.
- ✓ You can use it to **get ahead when you have extra time** or to know when and what you'll need to work on each day to keep up.

4. Work to boost your memory.

- ✓ playing games, reading books and eating foods will help keep you at your maximum memory potential.

5. Learn what type of studying works for you.

6. Study difficult subjects first.

7. Work in short blocks with breaks.

8. Team up with classmates.

- ✓ If you study with other students, stay focused.
- ✓ Just make sure your study sessions don't get too off track.

9. Avoid skipping class.

- ✓ Going to class will make it easier for you to keep up with the material and will give you the chance to ask questions.

10. Create a study strategy that works for you.

- ✓ Focus on certain subjects first or spend a little extra time on topics that you struggle with.
- ✓ Whatever you do, make sure it works for you and makes the most of your time.

Time Management Tips for College Students: Homework Tips

- 1. Prioritize.**
 - ✓ If you've got a number of homework assignments, focus on the ones that are due the soonest or that will take you the most time first.
- 2. Don't wait until the last minute.**
 - ✓ Give yourself enough leeway with time to ensure you won't have to rush around to get things done.
- 3. Get ahead if you can.**
 - ✓ If you find that you have some extra time in your day, use it to get ahead in the classes that you can.
- 4. Assign a specific amount of time the project should take.**
 - ✓ One way to keep yourself moving forward and not to waste time is to assign a specific amount of time that you think a project should take and try to fit it into that time frame.
- 5. Find your peak hours.**
 - ✓ Everyone has hours of the day when they simply perform better mentally.
 - ✓ Figure out what your peak times are, and do your hardest work during these times so that you'll have the energy to get through them more quickly.
- 6. Break up large projects.**
 - ✓ Don't let yourself get overwhelmed with huge research projects.
 - ✓ Break them up into sections which will be easier to tackle and will allow you to complete a small part of the project each day.
- 7. Work smarter.**
 - ✓ You don't have to work harder to get more done, just smarter.
 - ✓ If you know you have two projects that need research at the library, work on both at the same time and save yourself an extra trip.
- 8. Set mini deadlines.**
 - ✓ If you know you're a chronic procrastinator, you can help keep yourself working on homework assignments, especially larger ones, by creating mini-deadlines within the assignment.
 - ✓ This will help to keep you working through the assignment and prevent it from all having to be done at the last minute.
- 9. Ask for help.**
 - ✓ Sometimes you'll have assignments that you simply won't understand no matter how many times you look through them.
 - ✓ While figuring things out on your own is rewarding, at a certain point it can be much more time efficient to simply ask for help from your professors or classmates.
- 10. Don't put off projects you're dreading.**
 - ✓ If you're dreading a project, do it little by little or just get it out of the way all at once.

Time Management Tips for College Students: Personal Time

- 1. Use fun things as motivators.**
- 2. Always make time for things you enjoy.**
- 3. Allow time for clubs, sports and other activities.**
- 4. Take care of yourself.**
 - ✓ Eat well.
 - ✓ Get plenty of sleep.
 - ✓ Exercise.
 - ✓ Take vitamins.
- 5. Learn to say no, especially to friends who want to get you off track.**
- 6. Leave time for yourself.**
 - ✓ While hanging out with friends is fun, sometimes you just need to set aside time for doing things that you like to do alone.
- 7. Understand that all your time is important.**
 - ✓ The time you spend doing assignments is no more important than the time you spend relaxing and being with friends.
 - ✓ Understand that your life has to maintain a balance, and schedule your time accordingly.
- 8. Set boundaries.**
 - ✓ Don't let your schoolwork overtake your life.
 - ✓ Set some guidelines as to how much time you'll dedicate to work each day and how much time you'll dedicate to enjoying yourself.
 - ✓ This will help you to maintain more of a balanced life and keep you from getting too burnt out with school.