Time Management Tips

“Until you value yourself, you won’t value your time. Until you value your time, you will not do anything with it.”—M. Scott Peck

Time is precious! Time is fleeting! How you use time will literally determine your success.

**1. Use a Planner**
- Get a planner & USE it!
- Schedule EVERYTHING, including classes, study time, work, & play

**2. Create Master Weekly Plan**
- Plan your ideal week & schedule every waking hour!
- Be flexible as new opportunities arise

**3. “To Do” Lists**
- Make a “To-Do” list every day, and prioritize it (a,b,c,...1,2,3, etc.)
- Anything not done today is the first item on tomorrow’s list

**4. Reward Yourself!**
- Delay gratification
- Reward things you need to do with things you love to do
- Example: 10 minutes of TV after 50 minutes of studying

**5. Frequent, Short Study Sessions**
- Cramming doesn’t work in college
- Your memory thrives on repetition—Eight individual, hour long study sessions are far better than one eight-hour long cram session

**6. Use the “In-between” Times**
- “Time opportunities” are everywhere—USE THEM!
- Have materials (flash cards, notes, etc.) ready
- Example: A bus ride, in-between classes, etc.

**7. Take a 10-Second Pause**
- Before you go from any place to another place
- Pause for 10-seconds, take a deep breathe and make sure you have what you need for your next task or event

**8. “Early” is The New “On Time”**
- Arriving early is your insurance policy against drama
- Push things till the end, and the universe will make you pay
- Example: Get everything ready the night before
  “You may delay, but time will not.”—Ben Franklin

**9. Study Efficiently**
- Minimize distractions
- Study at a regular time in a quiet place
- Set study goals and reward yourself for achieving them

**10. Manage Procrastination**
- “Simply begin”—“someday” is not a day of the week
- Break big projects into smaller parts
- Replace “I should” with “I want/choose to”

“The sooner I fall behind, the more time I have to catch up.” – Anonymous