

# Time Management for Students

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## 1. Create a Schedule

- Use Canvas calendar, or link Canvas calendar to your personal Google or Apple calendar to clearly see your work/personal commitments, as well as your assignments quickly.

## 2. Prioritize Assignments

- Create a to-do list of all assignments and due dates. Determine which assignments will require a greater amount of time. Typically a professor will highlight these assignments during syllabus review the first week of class. Schedule the completion of all assignments on your calendar weekly.

## 3. Use a Checklist

- It is rewarding to mark items off once you have completed them. Check assignments off your list after they have been submitted, either on your calendar or list of prioritized assignments. Bonus: Canvas will do this for you. Ensure that you have submitted assignments by checking your Canvas To-Do list frequently.

## 4. Start Small

- Large assignments can become overwhelming. If you have assignments with similar due dates, tackle the small assignments first. This will help to decrease the anxiety of many items on your to-do list and may boost your confidence.

## 5. Split up Large Assignments

- Break larger assignments up into smaller time periods on your calendar. If you estimate a project may take 10 hours, consider working on it for 2 hours a night for 5 nights. Breaking up large assignments may help to decrease procrastination.

## 6. Be Realistic

- It is important to become accurate with estimates of time it may take you to complete an assignment. Within the first few weeks you may realize it takes much longer to complete a recurring assignment. Be sure to adjust your daily schedule to include the additional time so that you have time to complete all assignments.

## 7. Do Not Multitask

- Studies show that multitasking when working on high level cognitive tasks is not realistic. Our brains can only efficiently complete high level tasks one item at a time. Knowing this, do not plan to work on multiple projects at once. Go back to your prioritized schedule and focus on one assignment at a time.

## 8. Give Yourself A Break

- Build breaks into your assignment schedule. If you have 6 hours of projects scheduled on a Friday afternoon, plan to take multiple short breaks throughout that time to maintain focus.

## 9. Set Goals

- Plan to have each assignment completed by a certain time. Example: Want Sundays free of school work? Set a goal to have all assignments completed before Sunday. This will build motivation to complete assignments and meet desirable goals.

## 10. Reward Yourself

- Meet your goals and give yourself rewards. Your reward may be a weekend day involving no school work or a dinner out. You may choose small daily rewards, or larger rewards at the end of a week. This will help to eliminate procrastination.

## 11. Don't Waste Time

- When you sit down to complete assignments don't let text notifications, social media, or the family/friends distract you. When you give in to distractions you waste your scheduled study time, causing disruptions to your schedule which will likely increase stress. Put your phone on silent, focus, and make your scheduled time worth it.

## 12. Create a Routine

- Carve out time in your day to study and complete assignments. This may be each day prior to class, during a break between classes, or at the end of your day. Creating your schedule can help with sticking to a routine. Once your routine is established it will become easier to stick to it and complete required readings and assignments.

## 13. Check out Study Apps/Tools

- There are many tools available to help understand many of the same concepts you are learning for your degree. Take time to familiarize yourself with content and resources available, making your study time more enjoyable and efficient. Check out apps like Speechify which will read your textbook to you, Quizlet, StudyBuddy, and Youtube.

### References

Purdue University. (2018). *Time management tips for busy college students*.

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