

TIME MANAGEMENT SKILLS

Time Management Tips

1. The only person accountable for your schedule is you. When using time management principles, be realistic and flexible.
2. Be aware of your body clock and when you have the most energy. Early birds and night owls need to work with their schedules instead of trying to change them. Get plenty of sleep; your brain functions best when it is well-rested.
3. Scheduling time for eating, sleeping and relaxing is as important as scheduling time for studying and activities.
4. Do not schedule every minute of your day. Leaving open spaces will allow you to rearrange activities when unexpected events occur.
5. Use the ABCs of time management. When making to-do lists, put an “A” by everything that needs to be completed today, a “B” by the things you would like to get started today, and a “C” by those that can wait a few days. As you cross things off of your list, be aware of how you are spending your time.
6. Repeated review of information over time is a more effective learning strategy than cramming the night before a test. Make time for studying regularly throughout the week.

