



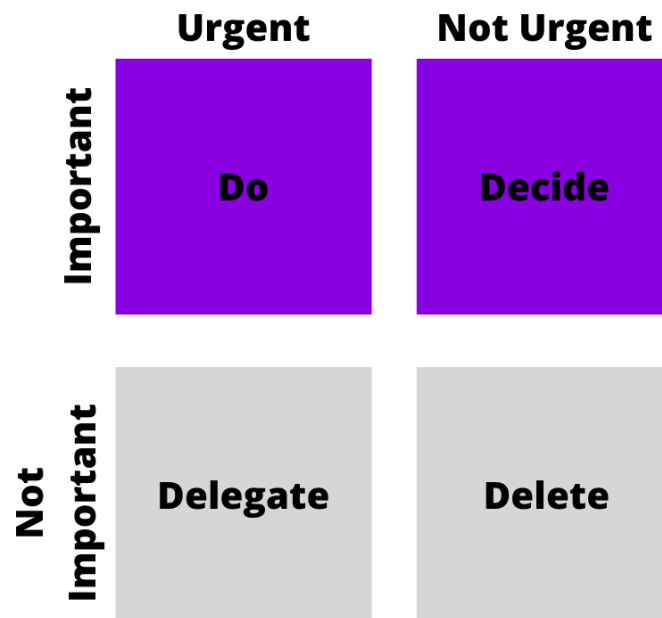
***To begin, make a copy of this document by selecting File > Make a copy**

Time Management

As a college student, you may feel like you are being pulled in one hundred different directions. How do you juggle so many things all at once? The key is **time management**. Making a plan, breaking down goals into tasks, and using a schedule are all ways to use your time effectively. You can integrate the strategies below into your routine each semester and even after college. There is no magical finish line where all your work and to-do items will be done forever, so take it one step at a time.

1. Identify your priorities and distractions

- a. Think about what you need and want to get done this week. Your to-do list can quickly become daunting. The Priority Matrix can help you rank your tasks by showing you what is urgent and important and what is not urgent and not important.



- b. Using the Priority Matrix template below, list your weekly tasks in the appropriate boxes. It will help you decide the urgency of your tasks what should be done first and what can wait.

	Urgent	Not Urgent
Important		
Not Important		

Notes:

2. Break down goals into manageable tasks

- a. Break up your goals into action steps that can be completed over a period of time. Write down the deadline and work backward.
- b. Chunking is a strategy that can make something daunting seem manageable.
- c. Write down “chunks” of work in your planner. For example, if you have a term paper due on March 25th and decide to start working on it on March 1st, write down a step to take every three days.
- d. Remember to take joy in the small moments. When you complete a task leading up to a goal, take pride in your work.

3. Organize your time in “buckets”

- a. There are 168 hours in every week. Assume that you sleep 56 hours a week. Your wellness bucket should be a top priority, including exercise, eating, and self-care.
- b. That leaves you with 2 buckets and 112 hours to go to class and study, work, socialize, and any other ways you spend your time. Think about how you want to divide your time. Be thoughtful and realistic, eliminate time wasters, and prepare for the unexpected.



4. Create and use a schedule

- a. At the beginning of each week, set 20-30 minutes aside to plan your week. Consider questions such as:
 - i. When do I need to aim to go to sleep and wake up?
 - ii. Do I need to factor in commuting time?
 - iii. What are my standing appointments and commitments I can't miss?
- b. Decide what medium you will use for your schedule. Do you prefer a paper planner, Google Calendar, or an app on your phone? Pick one you know you will check and update frequently.
- c. Make to-do lists while keeping the Priority Matrix in mind
 - i. What is urgent, not urgent, time-sensitive, or can wait?
 - ii. Write/type them up and check them off!

Think about what you must accomplish this week regarding your classes, work, meetings, and personal time. Fill in all the obligations you have that are non-negotiable. Planning out your week ahead can hold you accountable, but it can also show you where you are spending

most of your time or where you can add additional activities. Reflect on where you spend the most time and if you need to adjust.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							