

STEPS TO SUCCESSFUL TIME MANAGEMENT

1. Plan your Month

Use a monthly calendar to get an overview of your time. This is essential for long-term planning. Record the following:

1. Dates of academic breaks.
2. Dates of all tests, major assignments, and projects.
3. All other appointments.

Once you have your calendar, check it regularly. Place it somewhere where you will see it every day!

2. Plan your Week

Identify goals for each week. Your goals should be realistic, attainable, and measurable. Ask yourself, “What, if accomplished, will make the biggest difference in my life this week.” Once you’ve identified your goals, develop a weekly schedule.

- Record all required and regularly scheduled activities such as classes, labs, work, meetings, church, athletic practice, commuting time, etc.
- Find the best times to study and set up regular study hours. Plan study time on the weekends.
- Record the time you plan to eat each day.
- Assign time to accomplish each goal identified for the week.
- Overestimate the time it will take to prepare for major tests and projects.
- Schedule some planning time! Each hour spent in planning actually saves three to four hours of doing!
- Schedule exercise and relaxation periods (average three hours per day). Maintaining a regular health routine promotes a better attitude and energy for study.
- Allow some free time each day for social events, extracurricular activities, and unforeseen events, which may come up. Avoid too much detail. Make your schedule flexible!

3. Plan your Day

Create a “To Do” list:

1. List all the things you must, should, and would like to accomplish each day.
2. Assign a priority to each item on the list.
 - “A” for the items you *must* do.
 - “B” for the items you *should* do.
 - “C” for the items you *might* do.
3. Start with the “A”s. Too many people spend time on the less important items.
4. Mark items off the list as you complete them.

Remember to complete the most important items first!