

TIME MANAGEMENT TOOLKIT

Are you struggling with feeling like you do not have enough time or that you are not using your time well? Let's take a look at a few tools for managing your time. Consider using and personalizing a few of these strategies for your own toolkit.

Identify the unhelpful thinking patterns that lead to procrastination by examining what you think you may gain by putting things off and testing whether or not these beliefs are true.

Avoid calling yourself names or putting yourself down, and instead focus on what works and does not work for you when studying.

Break large tasks into smaller tasks and check each task off as you complete it.

Prioritize tasks and plan out your week (what are some tasks that I can get ahead on and what are some tasks I need to plan for? Urgent versus not urgent). You may have multiple assignments due all on the same day or week and need to find a way to manage this with other responsibilities.

Organize yourself and use tools to help you (planners, setting reminders, making "to do" lists, apps, having binders for each class).

Take short breaks instead of forcing yourself to focus when you are struggling.

Avoid procrastination. This may be helpful in the short-term, but long-term this can create more stress for you.

Avoid multitasking and focus on one task at a time. This may assist with helping to sustain your attention and create less distraction, as well as overwhelming feelings for you.

Set goals for yourself and determine the short-term, as well as long-term goals that you want to meet for yourself (today, this week, this month, this term, this year).

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Set enough time for yourself to focus on your commitments. You may want to include the time it takes to focus on a task/activity and time it takes to actually complete the task/activity. You may want to set timers for yourself to see if it actually takes that much time.

Be honest with yourself about what is distracting you and put a barrier between yourself and the distraction when studying (put headphones in, put your phone away, log out of distracting websites).

Be realistic about what you can handle and say no to commitments which exceed that.

Know your peak study time during the day and schedule time to study during that window, instead of when you are sluggish.

Explore whether noise or quiet helps you study and shape your environment by using earplugs, music, white noise apps or other tools to increase focus. Look at your study area and see if you notice any patterns of where you study the best (on your desk versus on the bed, in the library versus in your room/home).

Find study partners who help you stay focused or increase your ability to retain information and schedule time to study with them.

Remember that balance comes in seasons; there are times during the year where your academics may need to take up more time than your social life and vice versa.

Explore what is intrinsically motivating to you (social interaction, competition, music, games) and find ways to incorporate these things into tasks that are less motivating for you.

Find ways to stay healthy. In order for you to engage in all of tools for time management you need to stay focused on eating healthy, getting adequate sleep, and getting enough physical activity throughout the day.

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