15 Time Management Tips

Time Management – the way in which students manages their time.

“Do you love life? Then do not squander time, for that is the stuff life is made of.” --Benjamin Franklin

1. Students may choose to manage their time in many ways, including the following:
   - Daily To Do List
   - Planner
   - Monthly calendar
   - Weekly schedule

2. Don’t over plan your day. Stay within a 24 hour period.

3. Prioritize your time.

4. Plan study time during your day.

5. Do the most important tasks first and the least important tasks last.

6. Finish what you start; don’t jump from one assignment to another.

7. Allow a quiet hour in your day, a block of uninterrupted time for important tasks.

8. Determine the deadlines of ALL tasks.

9. Plan your time according to urgency.

10. Don’t overload your day because there is always another day a head.

11. Be sure to leave room for the unexpected and for interruptions.

12. Allow yourself breaks in between the course of your day.

13. Ask yourself “where do I start first?”

14. Update your schedule regularly.

15. Make adjustments to your schedule for any uncompleted tasks from the previous day.