



Time Management Resources and Tips

Quickly after your college semester begins, you'll realize that utilizing good time-management skills will be necessary for your success. You'll likely have multiple classes each semester, each with varying assignments and deadlines. **Organizing your time and planning well will help you feel less stressed and more capable of handling your busy schedule. Here are a few tips for time-management:**

- **Get a calendar! Having a calendar is the very first step for getting organized.**
 - You can use a store-bought calendar, the calendar on your phone, or a paper calendar. Here is a link to a weekly calendar you can print offline: <https://goo.gl/images/GVZeKG>
 - Write everything down, including assignments and their due dates, test dates, events, etc. Try color-coding your calendar. Use a different color for each class.
- **Create a weekly schedule!**
 - Write down each class you have each day of the week.
 - Write down tasks that need to be completed each week. Budget your time, especially study time. How much time do you usually need to study for a test? To write a paper?
- **Create a daily To-Do List! What tasks need to be completed today?**
 - Put the most important tasks at the top of the list and tackle those first.
 - Prioritize your time and complete tasks as soon as possible, so you can do fun activities later.
- **Try to plan ahead!**
 - Planning ahead will allow you ample time to complete tasks, instead of feeling the stress of waiting until the last minute.
 - For example, have a huge paper due in three weeks? Try scheduling time to do research this week, time for creating an outline and first draft next week, etc.
- **Find your most productive time!**
 - Are you a morning person or a night owl? Some people are able to get a lot of work done late at night. Some people prefer to wake up early and complete tasks. Find what works best for you and you'll be more likely to complete work.
- **Try keeping some of your work with you!**
 - Keeping assignments near you may come in handy. For example, if you have a few hours between classes, utilize that time to work on another assignment.
- **Schedule time to relax and reward yourself!**
 - After a week full of exams, assignments, and deadlines, reward yourself with something fun! Plan an outing with friends or treat yourself to something nice.
- **Get plenty of sleep!**
 - A well-rested brain is a more productive brain!

If you have additional questions about time-management or want to practice, feel free to call to speak with a STAR coach at 704-330-6754 or email star.success@cpcc.edu. Check out the rest of our tip sheets on our website <http://www.cpcc.edu/star>.

Education Corner, "Using Time Management to Improve Study Skills." <http://www.educationcorner.com/effective-time-management.html>

ThoughtCo. Kelci Lynn Lucier, "Steps for Strong Time Management for College Students." <https://www.thoughtco.com/strong-time-management-for-college-students-793226>

Collegeboard. BigFuture, "8 Ways to Take Control of Your Time." <https://bigfuture.collegeboard.org/get-started/inside-the-classroom/8-ways-to-take-control-of-your-time>