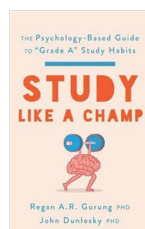# EFFECTIVE TIME MANAGEMENT STRATEGIES

If you're like most students, time management is a challenge because college courses are less structured than high school courses. Additionally, many of the features of college courses—such as deadlines that are far in the future or infrequent feedback—can promote procrastination, which is time *mismanagement*. Effective time management boils down to metacognitive planning, monitoring, and evaluating what you are spending your time doing.

Reflect on your current habits and complete the table below. If you find yourself struggling with time management, try incorporating more of these effective strategies or using them more consistently.
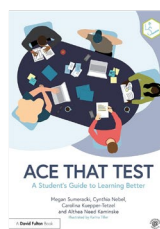
|  | I **never** do this | I do this **infrequently** | I do this **inconsistently** | I do this **frequently** | I do this **always** |
|---|---|---|---|---|---|
| Identify my **priorities** & understand what is required | ☐ | ☐ | ☐ | ☐ | ☐ |
| Create a calendar with **all** my time commitments | ☐ | ☐ | ☐ | ☐ | ☐ |
| Include **recurring** appointments and events | ☐ | ☐ | ☐ | ☐ | ☐ |
| Check my calendar on a **daily** basis | ☐ | ☐ | ☐ | ☐ | ☐ |
| Note upcoming **deadlines** in my calendar | ☐ | ☐ | ☐ | ☐ | ☐ |
| Set up **automated reminders** for upcoming deadlines | ☐ | ☐ | ☐ | ☐ | ☐ |
| Follow a daily or weekly **routine** | ☐ | ☐ | ☐ | ☐ | ☐ |
| Designate **specific blocks of time** to work on each course | ☐ | ☐ | ☐ | ☐ | ☐ |
| Give myself **more time** than I think a task will take | ☐ | ☐ | ☐ | ☐ | ☐ |
| Set up **daily goals** | ☐ | ☐ | ☐ | ☐ | ☐ |
| Hold Sunday night **planning** sessions for the next week | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Monitor** how long tasks take me and adjust accordingly | ☐ | ☐ | ☐ | ☐ | ☐ |
| Find **accountability** partner(s) | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Minimize** distractions so I can effectively focus | ☐ | ☐ | ☐ | ☐ | ☐ |

**Additional Time Management Resources via the UI Library (**available online**):**

| Study Like a Champ | Ace That Test | Outsmart Your Brain |
|---|---|---|
| Chapter 2 - Planning | Chapters 4 & 5 | Chapters 10 & 11 |