

EFFECTIVE TIME MANAGEMENT STRATEGIES

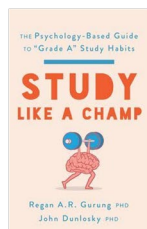
If you're like most students, time management is a challenge because college courses are less structured than high school courses. Additionally, many of the features of college courses—such as deadlines that are far in the future or infrequent feedback—can promote procrastination, which is time *mismanagemnt*. 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.

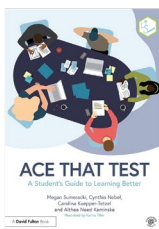
	I never do this	I do this infrequently	I do this inconsistently	I do this frequently	I do this always
Identify my priorities & understand what is required	☐	☐	☐	☐	☐
Create a calendar with all my time commitments	☐	☐	☐	☐	☐
Include recurring appointments and events	☐	☐	☐	☐	☐
Check my calendar on a daily 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 Chapter 2 - Planning



Ace That Test Chapters 4 & 5



Outsmart Your Brain Chapters 10 & 11

