

### EFFECTIVE TIME MANAGEMENT STRATEGIES

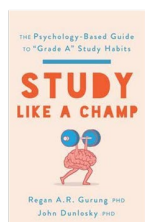
If you're like most students, time management is a challenge because college courses are less structured than high school courses. Additionally, many of the features of college courses—such as deadlines that are far in the future or infrequent feedback—can promote procrastination, which is time *mismanagemt*.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

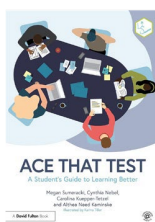
	I never do this	I do this infrequently	I do this inconsistently	I do this frequently	I do this always
Identify my <b>priorities</b> & understand what is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a calendar with <b>all</b> my time commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include <b>recurring</b> appointments and events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check my calendar on a <b>daily</b> basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note upcoming <b>deadlines</b> in my calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up <b>automated reminders</b> for upcoming deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow a daily or weekly <b>routine</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designate <b>specific blocks of time</b> to work on each course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give myself <b>more time</b> than I think a task will take	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up <b>daily goals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold Sunday night <b>planning</b> sessions for the next week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Monitor</b> how long tasks take me and adjust accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find <b>accountability</b> partner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Minimize</b> distractions so I can effectively focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 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

