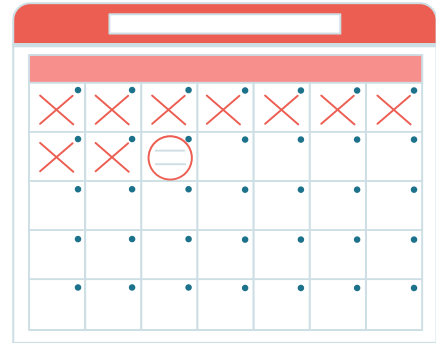


# Time management: Academic time management

*Struggling with managing your time when it comes to school? Use this toolkit to explore different time management tips to ensure you're prepared.*

## Prepare

- Determine what planning method works best for you.
  - Digital or physical?
  - Hourly or to-do?
- ★ *Tip: explore our toolkits to see different options!*
- Start by gathering all of your assignments, readings, and any upcoming tests for the week- you can use your syllabus or refer to Canvas for this information.



## Plan

- Decide what order to complete each assignment, including study time for exams.
  - Make sure you plan enough time for each task.
  - If dealing with a large project, break it down into smaller tasks (ex: working on an outline first instead of trying to complete an entire essay).
- Prioritize your time based on how soon items are due.
- Be realistic with what you can accomplish, and set specific goals (ex: complete problems 1-10).
- Write down when you will complete a task, rather than when it's due.
- Color coordinate according to subject.
- Set reminders or alarms ahead of time to keep you on track.
  - It helps to have a regular place and time to study.

★ *Use this time to schedule your upcoming assignments, readings, and study time for the upcoming week!*

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## Work

- For most subjects, it is recommended to study 2 hours for every 1 hour of class.
- For science and math classes, it is recommended to study 3 hours for every 1 hour of class.
- Use the Pomodoro technique to stay focused.

★ *Keep in mind, time management is very personal and what works for one person won't work for everyone. Work with your coach to try different methods to find what works best for your personal needs!*

*My commitment is...*