Take Five for Successful Time Management

1. **SET GOALS AND PRIORITIES**
   - Develop both short and long-term goal statements and refer to them often.
   - Revisit and modify your goals as necessary.
   - Clearly defined goals will help you schedule your time effectively.

2. **ESTABLISH A DAILY, WEEKLY AND SEMESTER-LONG SCHEDULE**
   - Analyze how you are currently spending your time by tracking your activities for a week.
   - Maintain only ONE calendar or planner. Write down all school and personal appointments.
   - Create an academic planning tool, using your course syllabus as a guide to help you.
   - Write down the due date for each assignment, and then working backwards fill in the amount of time you think you will need to complete each step of the assignment.
   - Make your calendar entries specific and meaningful.
   - Prioritize tasks to accomplish the most important things first.
   - Make your schedule as structured or as flexible as you need to, but try to stick to it.
   - Recognize that you will not be able to do it all; some things will just have to wait.

3. **BE REALISTIC**
   - The most common time management mistake that people make is not allowing for a balanced life-style.
   - Remember to include time for your physical, cultural, social, career, and emotional and spiritual wellness.
   - If your schedule is too restrictive, you are likely to abandon it entirely.
   - Do not get caught-up in the guilt/unearned reward/more guilt cycle. Break the cycle by doing your work!

4. **USE YOUR TIME EFFECTIVELY**
   - Consider audio taping class lectures and listening to them later.
   - Learn effective note taking skills so you won’t need to rewrite your notes after class.
   - Consider joining a study group, working with other students is an excellent way to improve your skills.
   - Set aside a specific place to study and assemble all the materials you will need before you sit down to work.
Practice effective reading skills by using the SQ3R method.
Make good use of travel time.

5. RECOGNIZE AND CONQUER PROCRASTINATION
   - Don’t wait until everything is “perfect” to begin studying.
   - Acknowledge distractions and give them “15 seconds of fame”.
   - Enlist the help of roommates and friends.
   - Identify your peak performance times.
   - Don’t study when you are too tired.
   - Avoid excessive amounts of caffeine and sugar.
   - Learn to say “no”.
   - Turn off your computer