



Time Management Basics

MAKE A LIST

Take stock of what needs to happen this week, including assignments due, required readings, exams, quizzes, and non-academic tasks.

ESTIMATE

Breaking large tasks into smaller subtasks makes it easier to estimate how much time you need to set aside for each task. It's okay to be wrong! You are never going to be able to perfectly estimate how long each task will take. Instead of holding yourself to an impossible standard, build in some flexible time to finish up lingering tasks.

MAP IT OUT

Using your phone, your computer, a planner, a spreadsheet, or the weekly template on the back of this handout, map out how you will get it all done!

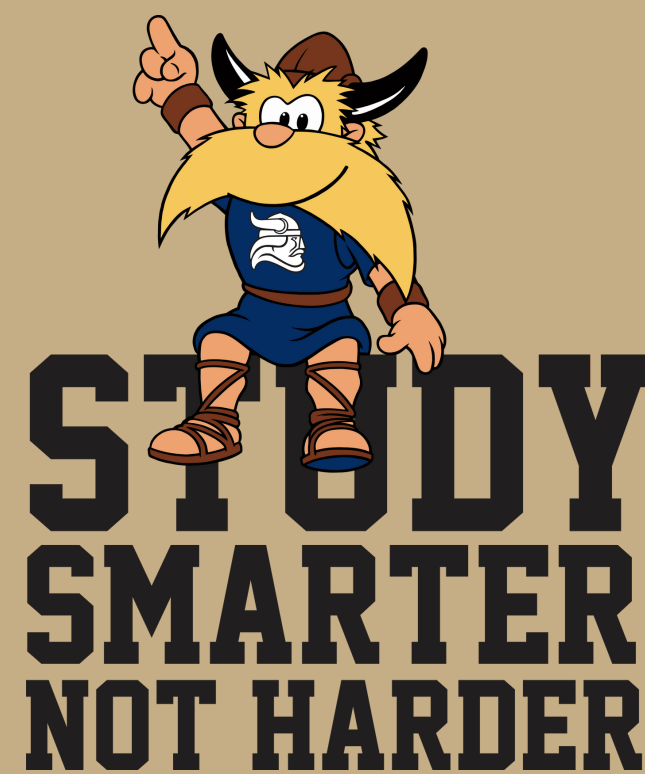
MY WEEK TO DO LIST

ECON Test Wed!

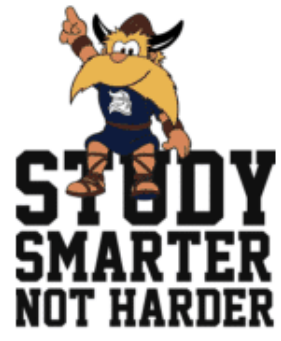
- Study (4 hrs)
- Read chapters 2+3 (90 mins)
- Meet with peer tutor (1 hr)
- Study Group (2 hrs)

RHW Paper Due Friday

- Read last 50 pages (90 mins)
- Free write or outline (30 mins)
- First draft (3 hours)
- Visit Writing Center (1 hr)
- Final Draft (2 hrs)



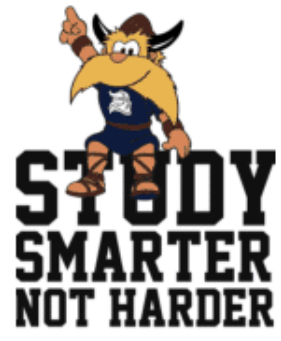
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00 PM	Work	Class	Practice	Class	Practice
5:00 PM		Start rough draft			Work
6:00 PM	Dinner	Dinner	Dinner/review notes	Dinner	Dinner
7:00 PM	Start research for paper			Study group	Make final edits to paper
8:00 PM			Revise rough draft		TURN IN PAPER
9:00 PM	ME TIME	Make BIO flashcards	BIO self quiz	ME TIME	ME TIME
10:00 PM	ME TIME	ME TIME	ME TIME	ME TIME	ME TIME



Academic Success Center

THE COMMONS

	SUN	MON	TUE	WED	THU	FRI	SAT
7:00 AM							
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Academic Success Center



	SUN	MON	TUE	WED	THU	FRI	SAT
7:00 AM		Meals					
7:30 AM							
8:00 AM		Class	Class	Class	Class	Class	
8:30 AM		Class	Class	Class	Class	Class	
9:00 AM		Homework or Chores					
9:30 AM		Homework and CH 10					
10:00 AM		Class	Class	Class		Class	
10:30 AM		Class	Class	Class	Class	Class	
11:00 AM		Class	Class		Class		
11:30 AM		Class	Class		Class		Class
12:00 PM		Meals					Class
12:30 PM		Class					
1:00 PM		Class	Class	Class	Class	Class	
1:30 PM		Class	Class	Class	Class	Class	
2:00 PM		Class	Class		Class	Class	
2:30 PM		Class and Post Lab	Class		Class	Class	
3:00 PM					Class		
3:30 PM					Class		
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9:00 PM		Class					
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11:00 PM							
11:30 PM							

 Class

 Homework or Chores

 Meals

 Gym

 Work