Time Management Tips
Time Management Strategies

- Use a semester calendar to look at the big picture.
- Use a weekly calendar to stay on top of deadlines & other commitments.
- Plan a schedule of balanced activities (academics, rest & fun).
- Study at regular times and in a regular place.
- Study as soon after class as possible.
- Don’t go back to your room between classes; use that time to study.
- Limit your blocks of study time to no more than 2 hours on any one course at a time. Then take a purposeful break (time-limited, refreshing).
- Use a “to do” list and prioritize your work.
- Double your time estimates. Most people tend to underestimate how much time a particular assignment will take.
- Leave time in your schedule for the inevitable unexpected situations.
- Remember: it’s okay to say “no” to people, places or things.
Technology & Time Management

• Track your time online. Use a stopwatch or an alarm and set a time limit. When time is up, log off.
• Some students find it helpful to deactivate from Facebook while they are studying for prelims and finals.
• Limit your membership (there’s no need to join 15 social media sites).
• Use your networks as a tool, not a time suck
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**Use a Semester Calendar**

Copy important deadlines (tests, papers due, problem sets) into your calendar from your syllabi.

You can find a blank semester calendar online at:  
[http://lsc.cornell.edu/](http://lsc.cornell.edu/)
The Learning Strategies Center
Use a Weekly Calendar

- Take a half-hour to plan a day or week at a time, prioritizing your assignments.
- Weekly routine
  - Classes
  - Meals
  - Exercise
  - Laundry
- School Day = Work Day
- Use your time in between classes wisely
You can find a blank weekly calendar online at: [http://lsc.cornell.edu](http://lsc.cornell.edu)
**Make a “To Do” List**

1. Make a new list every day
2. Prioritize the list
3. Schedule items on the list
4. Break big items into smaller pieces
Campus Resources

• The Learning Strategies Center
  o 420 CCC
• Office of Academic Diversity Initiatives
  o 200 CCC
• College Advising Offices
• Supplemental Courses
• Study Groups
• Tutoring
• Writing Workshop – Knight Institute