Managing Your Time Effectively
• Identify your goals and priorities
• Analyze how you’re spending your time - Ask yourself how much time do you spend:
  – In classes?
  – Studying for classes?
  – Working?
  – Exercising?
  – Relaxing?
  – Sleeping?
• Are you spending quality time on priorities?
Time and Task Management Tips

• Break major tasks down into small pieces and tackle one at a time.
• Consolidate tasks - If you are going to the library to look something up for one class, complete any research needed for another class.
• Evaluate your habits. Is it the most efficient ways of doing things?
• Know your “prime” working hours and use them wisely. Whether you are a “morning person” or a “night owl”, use your best time to do your studying.
Time and Task Management Tips (Part II)

• Learn to say “NO”. There is never enough time to do all the things you want to do. Do things that move you towards your goals and say NO to those who do not.
• Be flexible, but remain in control. Expect interruptions.
• Make a study schedule and keep it.
• Understand assignments, and keep them in one place to avoid losing anything.
Time and Task Management Tips  
(Part III)

• Study difficult and/or complex material first. Leave routine and more mechanical tasks for last.
• Vary subject and type of study (to stay interested, do some reading, writing, recitation, etc.).
• Use all your available time (between classes, doctors office, on the bus). No matter the length of time, you can study.
• Prepare 3” x 5” cards with information. Carry them with you to study during available times.
Time and Task Management Tips (Part IV)

- Remember studying means many different tasks. This includes reviewing information before class, homework, review of class notes, supplementary materials, review terms / new words.

- Schedule study sessions to fit your attention span. After studying 45 minutes, take a 10 minute break.

- Begin each study session with goal setting. Predict what you want to accomplish, then work to meet the goal.

- Plan to study 2 hours for every semester hour (most classes are 3 semester hours, meaning you should study 6 hours outside of class for each class).
Time and Task Management Tips
(Part V)

• Have a some kind of calendar system to keep track of your task and time.

• Plan your schedule the night before or first thing each morning. If a task is left undone at the end of the day, put it on the top of the list the next day.

• Remember to reward yourself. After a task has been completed, celebrate (watch a favorite TV show, visit with friends, have a special snack).

• Take time for recreation.

* Information adapted from Virginia Tech University Counseling Center