

# Time Management Tips

If it's hard to find the time to study, if you are someone who thinks there's no way you're going to get all the things done you need to, **you are not alone!** The greatest challenge for most of us is managing all of our commitments and still finding the time to study. Here are some tips for planning our time effectively, handling stress, and feeling more in control of our work.

## What are my goals?

Asking ourselves this question is a great way to decide how to manage our time. We may find that we can put other things aside in order to study if that's how it will help us achieve our greater goals.

*Why am I in college?  
What are my career goals?  
Which of my skills and interests make my goals possible?*

## How do I set my priorities?

Make a list:

- Things I **have** to do
- Things I **need** to do
- Things I **want** to do

*Learn to say no.* Turn off your ringer, let the call go to voicemail, minimize distractions.

Use a calendar or planner—paper or online!

Make daily to-do lists. Divide larger tasks into smaller parts (see the **Weekly To-Do List** handout).

Practice self-care! Sleep, eat healthy, exercise!

## Use your class syllabus!

- Carefully read and review your syllabus for each class.
- Enter all the due dates and important information into your calendar or planner.
- This takes time, but it's worth it!

## Make connections.

Who are your peers and classmates? How are they meeting the challenges of being a student? Belonging to a community is essential to handling stress. Join a study group in the Learning Center. Join one of the 30+ clubs and organizations here at SUNY Orange.

**Asking these questions and working on these skills won't just improve our time as students, they'll make all the difference in our professional lives.**

**How am I currently managing my time?**

*Turn the page over and start to visualize how you use your week with this weekly schedule planner...*

First, block out times for: 1) sleep, 2) meals, 3) work, 4) class, and 5) travel.  
 What are you left with, and how do you normally use that time?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
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11-12							

