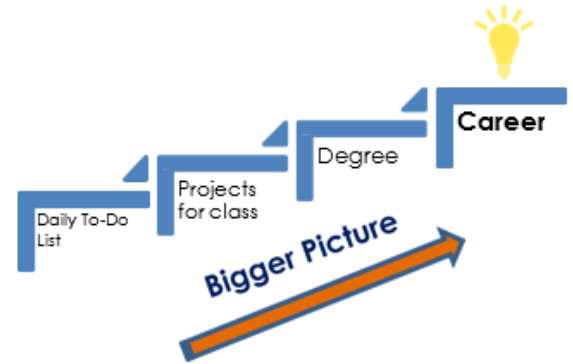


Time Management Tips

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 everything done, **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?

Answering this question is the first step in managing your time. It's easier to organize your day, priorities, and what to study, when you ask yourself if this is important for the bigger picture. *This task* is important for this project. *This project* fits into the rest of my deadlines. *These classes* are important for my degree. *My degree* is important for my chosen career.



How do I set my priorities?

One way to start is to make a list for today:

1. Things I **should** do
2. Things I **need** to do
3. Things I **want** to do

Learn to say no. Turn off your ringer. Let the call go to voicemail. Minimize distractions.

Make daily to-do lists. Divide larger projects into smaller tasks (see the **Weekly To-Do List** handout on the [Center for Student Success's Resource page](#)).

Use a calendar or planner—paper or online!

Practice self-care. Sleep. Eat healthy.

Use your class syllabus!

1. Carefully read and review your syllabus for each class.
2. Enter all the due dates and important information into your calendar or planner.
3. Make the time to look at your calendar **every day**. 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 at the [Center for Student Success](#). Join one of the [30+ clubs and organizations](#) here at SUNY Orange.

No one is born organized. It takes practice!

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...

Activity Part 1: Think about your busiest week, block out times for: 1) sleep, 2) meals, 3) work, 4) class, 5) childcare, and 6) travel.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-6a							
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							
7-8							
8-9							
9-10							
10-11							
11-12							

Activity Part 2: What gaps of time are you left with throughout the week? How do you normally use that time? Are you left with *no* windows of time? Connect with [your advisor](#) or with [a tutor](#) to talk about/manage your commitments.