10 Ways to Improve Time Management

- 1. Use an appointment calendar to keep track of all due dates, meetings and scheduled activities.
- 2. Make and use to do lists everyday.
- 3. Set priorities. Categorize to do list tasks into high, medium and low priorities and focus on high priorities first.
- 4. Divide large tasks into several smaller parts. Focus on a small task to complete one part at a time. This will make a big project feel more manageable.
- 5. Regularly ask yourself "What is the best use of my time right now?" Do that task.
- 6. Anticipate deadlines and foreseeable high stress periods (midterms, finals week, deadlines for papers) and plan for extra study hours.
- 7. Schedule time for breaks. It can be hard to stay focused when you're tired or hungry. Get up and stretch or have a snack. Keep breaks to 10-15 minutes.
- 8. Make time to take care of yourself. Proper sleep, exercise and nutrition help you stay physically fit and mentally alert.
- 9. Learn to say No. Commit yourself only to those activities you have time for.
- 10. Learn to say 'later'. Postpone phone calls, visits from friends, and other interruptions or distractions for breaks or after studying.