TIME MANAGEMENT TIPS
(Adapted from Academic Skills Center, from Dartmouth College)

How to Manage Time

• Get--AND USE--a calendar
• Write down everything
• Schedule time to relax
• Keep trying new systems
• Allow for flexibility
• Plan ahead
• Plan for the unexpected
• Schedule rewards

Time Tips

• Stop regretting failures and start learning from your mistakes
• Continually look at ways of freeing up your time
• Examine your old habits and search for ways to change or eliminate them
• Keep paper or a calendar with you to jot down the things you have to do or notes
• Examine and revise your goals on a monthly basis and include progress toward those goals
• Put up reminders about your goals
• Plan your day each morning or the night before and set priorities
• Look ahead in your month and try to anticipate what is going to happen
• Try rewarding yourself when you get things done as you planned
• When you catch yourself procrastinating – ask yourself, “What am I avoiding?”
• Start with the most difficult parts of projects, then either the worst is done or you may find you don’t have to do all the other small tasks
• Concentrate on one thing at a time
• Think of your paper when possible – It makes it easier to review and revise
• Be sure and set deadlines for yourself whenever possible
• Ask for advice when needed!!
## HOW WELL DO YOU PLAN?
(Adapted from Academic Skills Center, Dartmouth College)

<table>
<thead>
<tr>
<th>Question</th>
<th>Never</th>
<th>Seldom</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often do you plan in an effort to keep life from running out of control?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Do you put daily plans on paper?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Do you allow flexibility in your plans?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often do you accomplish all you plan for on a given day?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often do you plan time for what matters most to you?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often is your daily plan destroyed by urgent interruptions?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**SCORING:** Add the numbers next to your answers.
PRIORITIZING
(Adapted from George Mason University, from Academictips.org; & Academic Skills Center, from Dartmouth College)

Learn to Prioritize

Create a “to do list” by placing items in order of importance. One method is to divide tasks into an “ABC list.” The tasks that need to be completed today go into column A, tasks in column B need to be completed that week, and those in column C need to be completed within a month. Items in the B & C columns get bumped up to the A column as the due dates get closer.

Learn to Say “No”

Get in the habit of politely saying “no” to friends when you have studying commitments. Saying “no” frees up time for the things that are most important.

The Master Schedule

- Step 1: Required Activities
  - Classes
  - Drills
  - Laboratory meetings
- Step 2: Other Regular Activities
  - Part-time jobs
  - Commuting time
  - Sports
  - Clubs and organizations
- Step 3: Hygiene
  - Sleeping
  - Eating
- Step 4: Academics
  - Studying
  - Writing Papers
  - Assignments
- Step 5: Personal (Remaining time)
  - Relaxing
  - Social Activities
# THE MASTER SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am - 12:00 pm</td>
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<tr>
<td>12:00 pm - 5:00 pm</td>
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<tr>
<td>5:00 pm - 10:00 pm</td>
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<tr>
<td>10:00 pm - 2:00 am</td>
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</tbody>
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