Managing time well is a skill that you can master by being aware, diligent, organized, and realistic.

Check the back of this sheet for more detailed suggestions for each of the guidelines.

Use the suggestions together with the TLC's "Weekly Planner" and "Quarterly Planner" sheets to be as prepared and productive as you can be.
**Discover your studying strengths & weaknesses**

- For a week, make a list or chart of everything you do, when you do it, how long it takes, and how you feel.
- Review your list or chart at the end of the week:
  - When did you have the most energy?
  - When did you feel stressed or overwhelmed?
  - What are your most productive and least productive studying habits?

**Work on weaknesses with the biggest effects**

- Select one or two habits that stress you out, like waiting until the last minute to study.
- Decide on concrete changes for those habits and write them down. For example, if cramming for exams makes you exhausted and forgetful, commit to studying a few hours for two or three days in advance and keeping the night before the exam free for a quick review and a relaxing activity.
- Ask for feedback and guidance when you need it. Don’t wait!

**Make and follow a plan**

- Divide your goals into daily, weekly, and monthly tasks. The TLC's “Weekly Planner” and “Quarterly Planner” will help.
- Record your tasks in a notebook or digital calendar and tell your friends and family about them. Telling other people will keep you accountable and prevent upsetting them when you have a deadline coming up or other study needs.
- Don't over-plan. Be realistic about your energy levels and take into account the time it takes to park, walk between buildings, or say hello to friends.

**Prioritize your daily tasks**

- Categorize your tasks as Must Do, Would Like to Do, or Can Wait to Do. Start with tasks in the Must Do list.
- Focus on one task at a time. What is most important? What fits best with your energy and focus at certain times of day?
  - Instead of multitasking, set aside ten minutes every hour or after you complete one task to check your phone messages or follow up on other things.
  - Finish each task and cross it off the list. This will motivate you to keep studying.
- Don’t forget to include family and work obligations!

**Get organized**

- Keep a planner or calendar (print or digital) with you at all times. As soon as you learn of an upcoming event, appointment, or assignment, put it in your calendar. Even if you don’t know the details, you will still have an idea of what’s ahead.
- Keep all materials for one course together. Keep your syllabi and assignment sheets where you can find them. Keep notes and past assignments to make studying for exams or doing end-of-quarter projects easier.

**Take care of your personal and social needs**

- Sleep and eat well to feel alert and energized.
- Exercise to manage stress and stay fit. Even a little bit of exercise can take the edge off and change your attitude.
- Spend time with friends and family to keep yourself happy!