IMPROVING YOUR TIME MANAGEMENT SKILLS

ORGANIZE YOUR TERM

Plan ahead. Plot all the important dates/deadlines on a calendar. Create weekly/daily schedules that includes these deadlines but also includes everything else (extracurricular activities, work, etc.) this way you can easily see the chunks of time you can schedule to work on your course.

BE SPECIFIC

Be specific about when you are going to start something (time), where you are going to do it (location) and what topic you will be working on. Don't give up when you cannot follow a schedule to a T, be flexible and try again the next day. Remember that things come up and life happens and that's okay.

MAKE USE OF SMALL BLOCKS OF TIME CREATIVELY

Whether you are using transit to commute, waiting for an appointment, waiting for the laundry to be done or going for a walk, you can use the time to relax or squeeze in some review

DEVELOP A REWARD SYSTEM

Rewarding yourself after an important task will help you avoid burnout. If you go from task to task it may be more difficult to concentrate on that next assignment. Use whatever you usually do to procrastinate as a reward for once you've completed something you needed to get done.

EXPECT THE UNEXPECTED

Things can go wrong... try and plan to have assignments done a few days before, just in case something comes up or a tech issue arises. This type of planning allows for more time to edit and review your assignment before submission.

COMPLETING MORE DIFFICULT/ BORING ASSIGNMENT FIRST

These are usually the ones that get procrastinated the most. Try tackling these first to alleviate the feelings of guilt and anxiety thatprocrastination tends to cause.

SPEND TIME ON EACH OF YOUR COURSES EACH WEEK

The most successful approach to learning is to spread it out over time. Avoid cramming certain courses until last minute.

AVOID MULTITASKING AND BLOCK OUT DISTRACTIONS

Focus on one thing at a time and zero in on that task to increase productivity. This also helps when there is less distraction around you.

Figure out when you are the most productive: Utilize that time! Make to-do lists for the day: 1) Written to do list 2) todoist.com 3) Microsoft to do