

TIME MANAGEMENT

SIMPLE STEPS WITH HUGE IMPACT

ESTABLISH PRIORITIES

DON'T STRETCH YOURSELF TOO THIN

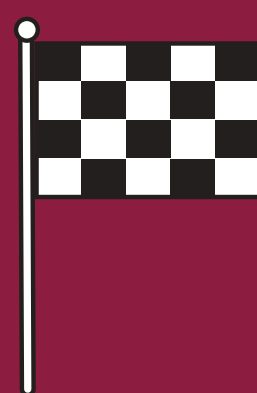


Treat school like the full time job that it is. If you have a part time job or an extracurricular activity that is hurting your academic performance, consider reducing your workload. Always put school first!

SET REASONABLE GOALS

AVOID BURNOUT AND FRUSTRATION

Start with the smallest and most time sensitive tasks and finish one goal before moving on to the next. Don't forget to reward yourself, and remember that what is reasonable is different for everyone.



FIND A FOCUS SPACE

GET IN THE ZONE



Find or create a space that is as free from distraction as possible. Public places such as libraries and coffee shops are always a great choice.

USE A PLANNER

GET ORGANIZED

At the start of each semester, study your syllabus and write down all of your assignment due dates and when each test is. A bullet journal can make a great planner as well as a creative outlet.



BE EFFICIENT WITH YOUR TIME

TAKE ADVANTAGE OF FREE SERVICES

Meet with an Academic Skills Tutor for tips on how to plan your semester. Visit one of our success centers to get help with an assignment you are struggling with. [Click here to learn more.](#)