

ACADEMIC: EFFECTIVE TIME MANAGEMENT

SET (SMART) GOALS:

SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME-BOUND
Specificity makes your goals more manageable.	Measurability allows you to track your progress.	Attainability forces you to account for your limits.	Relevance links smaller goals to your larger wishes.	This metric defines a deadline for your goals.
Setting a goal to read for class every weekday from 7pm-8pm for two weeks is an example of a specific goal.	If you attend every lecture having done the readings in advance, you will have been successful.	You might find this goal more attainable than three hours of nightly reading, which would be too much.	This is tied to performance in class because you are better prepared for lecture having done readings.	After two weeks, take a moment to reflect. Ask yourself if you met your goals. If you did, reward yourself!

★ **REMEMBER:** Goals are necessary steps to achieve your dreams.

MAINTAIN A SCHEDULE:

1. Pin down fixed commitments first. These are your classes, work shifts, etc.
2. Observe the number of free hours left and schedule in your studying and reading goals.
3. Schedule time for relaxing and socializing. You will enjoy this time more fully when you know that you have already prioritized the important stuff.

MAKE TO-DO LISTS:

- Include all tasks (big and small). Now you can see everything you have to do.
- After you have made your list, prioritize important work.
- If something will take less than two minutes, do it right away!

AVOID PROCRASTINATION:

Have you convinced yourself that your work will be better if you start it later on? Is there something about starting your work that is worrying you? We understand! Here are three tips:

NAME the worry

Talk to friends, see an advisor, or write a note to yourself. Saying what worries you can help you move past it into a more productive frame of mind.

Allow **IMPERFECTION**

No one expects a first draft to be perfect! Let yourself take a messy first pass and you will at least get the ball rolling. Try to relieve the pressure to be perfect from the start.

Maintain **STRUCTURE**

Chunk work into manageable sections. Something like the Pomodoro method (set timer for 25 minutes of work, 5 minute break) will help make work approachable.