

101 TIME MANAGEMENT TIPS

1. Create action plans based on your goals
2. Monitor and evaluate how you spend your time
3. Combine activities
4. Identify your time wasters
5. Acknowledge distractions – and get rid of them
6. Review lecture notes soon after your lecture
7. Review lecture notes throughout the term
8. Don't rely on cramming for exams
9. Have a study schedule and spread it out over time
10. Have a purpose for everything you do
11. Define your objectives and goals
12. Set priorities
13. Plan ahead
14. Set daily goals
15. Make "to-do" lists
16. Use only one to-do list and use it well
17. Break down big projects into short action steps
18. Focus on your actions, not products
19. Work on top priorities
20. When you are distracted by another task, write it down and come back to it later
21. Do the hard tasks first
22. Write tasks on your to-do list as soon as you think of them
23. If something will take less than two minutes, just do it and get it out of the way
24. Complete one task before starting another
25. Focus on one thing at a time
26. Allow enough time for each task
27. Allow extra time for interruptions and unexpected work
28. Avoid being busy
29. Allow time for family, friends, and yourself
30. Use a four-month calendar to organize your semester
31. Create a weekly calendar at the start of every week
32. Make a plan every day
33. Create your own deadlines
34. Understand the difference between "busy" and "productive"
35. Do not overschedule
36. Know your limitations
37. Use the telephone or email
38. Set time for email – don't check it while you're working
39. Keep a clean desk
40. End meetings on time
41. Handle papers only once
42. Focus on important work and readings – you don't need to do everything!
43. Set reminders for due dates and tasks
44. Be flexible
45. Do creative work where you will not be disturbed
46. Take breaks to stay alert and active
47. Work in blocks of uninterrupted time
48. Avoid multitasking
49. Develop a good organizational system
50. Try apps and electronic tools
51. Avoid procrastinating – no cramming!
52. Take time to relax every day
53. Let other people know of your schedule and when you're busy
54. Know when and where you work best
55. Get ready for each day the night before
56. Plan your week in advance
57. Use a website blocker to reduce distractions
58. Turn off your phone while you're working
59. Resist the temptation to skip class
60. Plan tasks before starting them
61. Use short breaks and windows of time well
62. Eliminate tasks that aren't completely necessary

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63. Split up your to-do list into tasks that are urgent and not urgent
64. Remember 80% of your effort is spent on 20% of the work
65. Also remember 20% of your effort is spent on 80% of the work
66. Learn how to study efficiently
67. Regularly review your goals
68. Do the most difficult tasks on your to-do list first
69. Learn what the Pomodoro technique is – and try it
70. Prepare for lecture and do your readings ahead of time
71. Don't listen to music while you're working or studying
72. Visit your professors' office hours – understand expectations
73. Create work plans for big assignments and essays
74. Ask a friend to keep you on track
75. Make your goals public so you stay accountable
76. Plan to arrive early
77. Learn to say no
78. Visualize how you'll feel when you've completed your work
79. Remember every 'yes' is a no to something else
80. Make the most of time spent waiting for class
81. Treat school as a full-time job
82. Find a mentor or someone to help you stay motivated
83. Keep important tasks and deadlines visible
84. Get adequate sleep
85. Create good routines – for example, study every Monday
86. Understand your circadian rhythm
87. Synchronize your calendars
88. Make sure your goals are realistic
89. Once you start losing focus, switch gears and do something else
90. Minimize interruptions
91. Avoid perfectionism – at some point work just has to be done
92. Ask yourself, "What is the very next thing I need to do?"
93. Keep your study area just for studying
94. Balance short-term gratification with long-term goals
95. Learn what productive procrastination is
96. Reduce stress by practicing mindfulness techniques
97. Refocus by changing your scenery
98. Get started on something you don't enjoy – like reading – by doing it for just five minutes
99. Try brainstorming and working away from your computer
100. Remember you can do anything – but you can't do everything
101. Don't be afraid to ask for help! Make an appointment with an Academic Skills Coach.