

Time Management

Use class time well

- Attend classes regularly. Get notes for classes you miss.
- Learn how to make good notes. Listen for themes and main ideas.
- Listen for key terms and examples, evidence, and explanation
- Use organizational strategies re notes, handouts, texts.

Create a semester calendar

- For each course, record dates for quizzes, assignments, readings, exams, papers. This creates a framework for your semester and lets you see peak activity periods.
- Put a copy on the fridge to share with your family.

Create a daily activity schedule

(this might take a few tries)

- List all the things that you *must* do and that are *not* flexible time-wise (i.e. classes, work, sleep, meetings, picking up/dropping off, travel time) and fill these in on your schedule. Colour-code.
- List all the things that you *must* do but that are flexible time-wise (i.e. eating, shopping, housework, dog-walking).
- List how many hours you *should* do homework each week (3-5 hours per class hour per course).
- List the things that you *want* to do and that are necessary to have a balanced life (i.e. exercise, socializing, quiet time).

- List the things that you *want* to do but that are *not* necessary to have a balanced life.
- List the ways that you *waste* time.
- Now fill in the rest of your schedule from the first three lists. Do you have *enough* hours in the day? Can you *rearrange* things to make it work? Does something have to *go*? Have you maximized your time at *school*? Do you have time left *over*? If so, can you fit in some items from your lists...or...should you be considering more hours per week to study?

Think about procrastination

- What *happens* as a result of it?
- How does it make you *feel*?
- Is there a *pattern* regarding the types of tasks you procrastinate about? (See Patterns of Procrastination handout)
- What *strategies* can you use to reduce the tendency to procrastinate?
 1. *Face it/write it down*: “I am avoiding this task because...”
 2. Do you *understand* what needs to be done and how to do it? If so, go to the next point. If not, get help.
 3. Make a *commitment* by writing realistic affirmative statements: “I will get started on this task on...and work on it for at least...”
 4. Provide an *incentive*: “When I have met my first commitment I will feel immense relief/ stop worrying/feel better about myself/ etc...”
 5. Provide a *reward*: “After I have written the introduction/read the first chapter/ developed an outline, I will ...”