

SELF-REFLECTION

Answer these questions. Are you happy with your answers, or would you like to make some changes?

- Have you noticed that managing time is challenging for almost everyone?
- Which strategies have you used in the past to meet tight deadlines? Would they be helpful now?
- When you try to manage your time, what's your biggest issue (procrastination, forgetfulness, distractions, lack of motivation)?
- How do you keep track of all your deadlines and activities for one term?
- Do you plan ahead early in the semester so you know when everything is due?
- What time of day (or night!) are you most productive?
- How much time do you spend wasting time?
- Do you plan your time to include getting enough sleep?

TIPS

- Try using different combinations of schedule organizers for several weeks. Here are some examples:
 - Mobile device apps or built-in scheduling features
 - Email scheduling features
 - Interactive online class schedule maker (free on the internet)
 - Printout of schedule organizer
 - Monthly wall calendar or planner
- Mark exam and assignment due dates on your calendar for the whole term. Then add start dates 2 to 4 weeks earlier so you start studying early.
- Use detailed weekly or daily to-do lists as reminders of specific tasks.
- Cross off the tasks you've completed to give you a sense of accomplishment.
- Set realistic goals and use incentives like a brief walk or snack break after you meet a goal.
- Try out a free website blocker to temporarily remove distractions so you can stay focussed on school work.

Time Management



Time Management Strategies

Experiment with the guidelines in this brochure to figure out which strategies work best for you.

Use time wisely:

- Get started! Don't wait until your setup is perfect.
- Do your least favourite task first when you have more energy.
- Use your best time of day for tasks that require concentration.
- Break large tasks into smaller ones.
- Use small blocks of time: 30 to 45 minutes.
- Take frequent short breaks.
- Use your time well between classes.
- Monitor how long it takes to do something and adjust your schedule.
- Leave "holes" in your schedule to allow flexibility.
- Schedule time for fun and for keeping yourself mentally fresh.

Plan time wisely:

Semester Planning

- Use your Camosun agenda, a monthly wall calendar, or your email or phone calendar to mark your class deadlines like exams and paper due dates.
- Mark other important commitments like your work schedule and family obligations.
- Review each month's commitments to see where multiple deadlines overlap. This will help you plan ahead for extra busy times.

Weekly Planning

- List in detail all the college activities and assignments you need to get done this week.
- Be specific about the activities: it's better to write "Read BIOL 102 textbook, pp 79-108" rather than "Read textbook."
- Estimate how long each activity will take and block off the time in your calendar accordingly.
- Mark all your usual non-college activities for the week on the same calendar.
- Review your calendar daily and adjust as needed.
- Repeat each week.

Daily Planning

- Refer to the planners you've already filled out to make a to-do list each morning.
- Include all your activities; homework assignments, work, appointments, laundry, social time, etc.
- Prioritize your list by reviewing the deadlines for your college assignments.
- Estimate how much time you'll need to complete high-priority items and plan out your day accordingly.
- Cross non-urgent activities off the list or move them to the next day.

Note: Review your calendar(s) frequently and adjust as your priorities shift.

