



Managing Your Time

Time can be your ally or your foe, depending on the habits you've acquired for managing it. Invest in learning good time management skills to take care of yourself and your coursework.

<h1>1</h1>	<ul style="list-style-type: none">◆ Devote at least 10 minutes a day to planning.◆ Sit down with your calendar, physical or electronic, in a quiet environment. A daily review allows you to make schedule adjustments and to prepare mentally, physically and emotionally for the demands on your time.
<h1>2</h1>	<ul style="list-style-type: none">◆ Schedule your fixed blocks of time first. Start with classes, labs and study time.◆ Try as much as possible to schedule work, social activities and errands around these.◆ Break study sessions into hour segments with breathers in between.
<h1>3</h1>	<ul style="list-style-type: none">◆ Identify dates for exams, large papers or projects and plan backwards.◆ Identify the milestones you'll need to meet and schedule deadlines for yourself. Work these into your calendar.
<h1>4</h1>	<ul style="list-style-type: none">◆ Make a to-do list as extra items come up, and keep the list with you.◆ During breaks, between classes or during other down times, work on something from your to-do list.◆ Be realistic about how much time tasks take and make adjustments.◆ Leave some flex-time to relax, enjoy yourself and reward your good time management skills.

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