Time Management

Learning Support Coordinator
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Adapted from Mark Coates 2012)
Why does it seem like time management skills are more necessary for post secondary students than they were for high school?

High School = 80 - 90% material coverage
College/University = 20 – 30% material coverage
Timing is Everything

• One of the largest contributing factors to failure and drop out rates is: “falling behind”
• Start with finding what time is available

• Keeping Schedules: three different types
  - Semester Schedule
  - Weekly Schedule
  - Daily Schedule

• Set Goals
Semester Schedule

- Wall Calendar
- Erasable Marker
- Due dates
- Highlighting/Colors
- Assignment %’s
Weekly Schedule

- Committed time such as:
  - class assignments
  - appointments/meetings
  - work
- Appointments
- Personal time
Daily Schedule

• Make a “To Do” list
• Prioritize
• What NEEDS to be done vs. what do I WANT to do.
...the leftovers

- Any empty block is the time to study, work on assignments, or leisure.
- If you find there is not a lot of empty time, you may need to rearrange.
- Decide on how to use this time effectively.

“\textit{I spent five hours working on my report! One hour to go to the mall for an ink cartridge, two hours on hold with tech support, 45 minutes looking for a sheet of white paper, 30 minutes searching for the perfect font...}”
1. Study difficult subjects first

2. Schedule in short breaks (maybe right before or right after class)

3. Set aside time to analyze next weeks schedule.

4. Repeat, Review, Repeat

5. Become an efficient learner: location, frame of mind, routines
Remember to always leave a little time to have some fun!!