Step 1: Assess how you actually spend your time.
Use a Weekly Planning Schedule to record how you use your time, ideally for 1 full week. The more accurate and honest you are, the more valuable the information you will attain.

Step 2: Write down your goals. Write SMART goals.
- personal, career and relationship
- short and long-term goals
  (2 or 3 of each)

Step 3: At the end of a day ask yourself these questions
- Was my day balanced between school/work, friends, personal and family time?
- How did I feel at the end of the day? Do I feel good about my accomplishments?
- Did I make time for exercise and relaxation?
- Did I get enough sleep last night?
- Did I eat healthy nutritious meals?
- Did I spend time on activities that reflect my goals? How much?
- Did I spend on tasks that were unimportant or unrelated to my goals? How much?
- Did I write down activities I wanted to accomplish? How did I do?
- How much energy did I spend dealing with stressful or crisis situations?

Step 4: Evaluate your Weekly Planning Schedule. Think to yourself:
- Did I meet my goals over the week?
- Where & When am I wasting time?
- How can I improve my use of time?

Step 5: Make a "trial" time log for the following week.
- Schedule fixed blocks e.g. work, study, group meetings.
- Be realistic about how much time activities take.
- Include time for errands, paying bills, fun-time.
- Allow yourself some "down time".
- Avoid scheduling marathon study sessions.

Step 6: Analyze on an ongoing basis.
Remember that the goal of time management is to help you to get more fulfillment and enjoyment out of life. If that's not happening, revise your plan.
Time Saving Tips

Check off the tips that would most effectively improve your use of time. Consider the tips that you most need to work on. Create some time saving tips of your own 😊

- Make a daily "to-do" list
- Prioritize your to do list
- Schedule in priorities, including time with family and friends
- Use a semester long (4 month) Time Management Line
- Use a Weekly Planner (agenda)
- Constantly ask yourself "What is the best use of my time now?"
- Review daily & weekly
- Take breaks. Study a maximum of 50 minutes then take a 5 to 10 minute break
- Minimize distractions
- Learn from the past. What could you improve from last week? Last semester?
- Organize your work space
- Control your television, computer, phone usage
- Notice how others misuse your time
- Learn to say "NO"
- Fit small tasks or review sessions into waiting/down time
- Use your peak energy times for your most challenging tasks
- Beware of being a perfectionist
- Spend your time studying what you don't know, and reviewing what you do know
- prepare snacks or meals for school the night before
- Get into a regular routine for sleeping, eating and studying
- Find new time saving techniques (weekly menus, freeze meals ahead, consider more efficient banking/bill paying methods, run errands efficiently in non-peak hours, etc.)
- Prepare ahead for peak (exam) times
- Learn to manage procrastination