

Mastering Time: Tools and Tips for Success

Best Practices

- ☐ Prioritize your regular tasks, and schedule the most important ones first.
- ☐ Don't forget to block off time for sleep. You need good rest for mental performance and memory.
- ☐ Work on assignments with enough time to get help or resolve questions before assignments are due. Allow instructors 1-2 days to answer emailed questions.
- ☐ Schedule your study and review times regularly, not just before exams.

Consider:

- ☐ Treat school like your job. Plan 2-3 hours per class to review notes, read assignments, and complete homework.
- ☐ Plan to arrive 20 minutes early to class to prepare: review notes, write down questions, and collect materials.
- ☐ Where do you study best? Do you need to stay on campus between classes to focus better?
- ☐ If you are working or involved in extracurricular activities, you have less wiggle room in your schedule.
- ☐ Be realistic – If you really won't do it, don't schedule it. Find a better way to get it done.

Items to Put on Your Schedule:

- | | |
|--|---|
| <input type="checkbox"/> Class times – including regular times for online course lessons | <input type="checkbox"/> Sleep |
| <input type="checkbox"/> Work hours (if relevant) | <input type="checkbox"/> Meals |
| <input type="checkbox"/> Travel time | <input type="checkbox"/> Breaks |
| <input type="checkbox"/> Homework blocks for each class | <input type="checkbox"/> Errands |
| <input type="checkbox"/> Study times | <input type="checkbox"/> Family obligations |
| <input type="checkbox"/> Tutoring (if relevant) | <input type="checkbox"/> Social activities |
| | <input type="checkbox"/> Other |

Tips for Using This Worksheet:

- ☐ Start this worksheet in pencil. Then revise it in colored pencil, markers, or pens.
- ☐ Plan to revise this Time Management Worksheet after 3 or 4 weeks.
- ☐ Post a copy of this worksheet everywhere: bedroom, refrigerator, desk, car – wherever you need it to remind yourself of your plan.
- ☐ Ask your friends, family, and others to support you by not causing distractions during your study time.

Weekly Worksheet

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Example:	Math 2:00-3:45pm	History 8:00-9:15am	Math 2:00-3:45pm	History 8:00-9:15am			
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							