



Time Management Strategies

Time management is a range of skills, tools, and techniques used to manage your time. Time management is essential to effectively accomplish tasks, goals, assignments, and projects. Not only is time management useful in academic life, but these skills can help you balance your personal life as well!

"Either you run the day, or the day runs you." – Jim Rohn

Below are some strategies for managing your time more efficiently!

Strategy	Examples & Resources
<p>Access a Planner Planners (or agendas) help you see what's coming up in your day, week, month, or semester! By writing out your schedule in a planner, you set yourself up for success!</p>	<ul style="list-style-type: none"> - Google Calendar - Semester-At-A-Glance - Weekly Planners - Hourly (Day) Planners
<p>Make Lists Making lists of assignments that you need to complete, priorities, ideas, etc. will prevent you from forgetting important information!</p>	<ul style="list-style-type: none"> - Priority Lists - To-Do Lists - Assignment Lists - Errand Lists
<p>Utilize Free-Time An hour between classes? Wednesdays are open until your job at 2 pm? Whatever the case, spend some time locating your "free time."</p>	<ul style="list-style-type: none"> - Daily Planners - Google Calendar - Smartphone apps (Apple Calendar, etc.)
<p>Set Goals Short- or long-term, academic or wellness-driven... goals are important for helping you see where you want to go and how to get there!</p>	<ul style="list-style-type: none"> - S.M.A.R.T. Goals - O.K.R.'s - B.S.Q. - The Impossible List™

For more information on time management strategies:

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