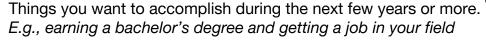


Time Management Tips

Setting goals is the first step to managing your time effectively. Once your goals are clear, creating a schedule helps you organize tasks, stay focused, and make steady progress throughout the term.

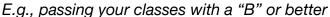
Long-Term Goals





Short-Term Goals

Stepping stones that lead to long-term goals and helps plan what to accomplish in order to reach goals.





Immediate Goals

A series of practical, daily actions to achieve short or long-term goals. E.g., attending classes, completing assignments on time, schedule daily study sessions

Three Ways to Organize Your Time



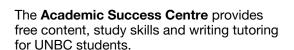
Master Schedule

- Add time-fixed activities class times, labs, other commitments.
- Include work schedule, commute times, and extracurricular activities.
- Allow time for home chores, sleeping, eating, leisure activities that are flexible.



Detailed Weekly Schedule

 Outlines specific times for studying each subject, completing assignments, and fitting in meetings, appointments, and other activities.



To learn more, **scan the QR code**, or visit the **ASC**, located in the Library Learning Commons (5-139G).



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Assignment-Oriented Weekly Schedule

- This schedule helps you plan study time and track assignment due dates.
- Use a variety of study methods in your routine, and keep your goals realistic and organized for better results.
- For extra support, contact the ASC for handouts and/or an appointment with a study skills tutor.

MON	TUE	WED	THU	FRI	SAT	SVN
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Time Management Exercise

- 1. Record the average hours you spend on daily or weekly activities and identify where time is being wasted.
- 2. Total your hours to see how much time is available for studying.
- 3. Compare your planned schedule with actual time spent, and adjust as needed.
- 4. Consider which parts of your routine are flexible, and keep your goals in mind. If you need assistance, make an appointment with a study skills tutor.

Activity	Hours per day	Days per week	Hours per week
Total hours available	24	7	168
Sleeping Grooming Preparing Meals/Eating Home Chores Commuting Errands Co-Curricular (e.g., clubs) Exercise Job			
Classes Fun/Relaxation Other Total hours used Remaining study time			

