

Time management: The college student's superpower

College is all about time management. In fact, it's so important that it should be considered a superpower. Students who are able to manage their time are less likely to miss assignments or turn work in at the last minute, and they are also usually far less stressed!

Some tips for effective time management

Use a calendar (and don't just rely on the one that Canvas sets up for you). Some people are comfortable with online calendars. Many find a physical, written calendar (whether pages or a planner-style) easier to work with. Be thoughtful about what will work best for you. And then be sure to use it!

Suggested links:

<https://learningcenter.unc.edu/tips-and-tools/using-planners/>
<https://blog.collegevine.com/how-using-a-planner-or-calendar-can-make-your-life-easier/>

Create a study schedule. Your calendar is not just for due dates. Create a specific plan for studying for each of your classes and put it into your calendar. Take into account

- how much time you'll need
- **when** you prefer (or are able) to work: early in the day? afternoon? later in the evening?
- whether you do better with a long chunk of time or several smaller sessions. (And this might be different for different subjects.)

Planning out at least several days in advance is best—a week of planning ahead is even better. You can always make adjustments if things come up that affect the plan.

Focus your attention. Studying doesn't work well if you are "all over the place." Plan for a few hours a day devoted to really focusing on your assignments. Your study schedule will help you make this a reality.

Suggested links:

<https://www.stetson.edu/administration/academic-success/media/STUDY%20SCHEDULE.pdf>
<https://firstyear.mit.edu/tutoring-support/study-tips/mastering-tests/draft-study-plan>

Make time management a central focus, not just a passing promise to yourself. Treat it like you would homework: set aside a certain amount of time each day to review your work plan and revise it as needed.

Suggested links:

<https://www.purdueglobal.edu/blog/student-life/time-management-busy-college-students/>
<https://learn.marymount.edu/blog/6-tips-for-effective-time-management-for-college-students>
<https://www.snhu.edu/about-us/newsroom/2020/01/time-management-strategies>