Time Management Checklist

Place a checkmark in the blank next to each statement that you currently practice. Strive to have everything checked.

I. Plan the whole semester.
   _____1. Obtain a semester calendar from the Learning Lab.
   _____2. Record deadlines and due dates on your calendar.
   _____3. Estimate time needed for high priority items and long term projects.
   _____4. Divide big projects into smaller units; record projected time for each.

II. Set up weekly schedule plan.
   _____1. Record fixed times—classes, job, travel.
   _____2. Record life-support times—eat, sleep, etc…
   _____3. Set up large blocks of study time.
   _____4. Mark individual segments of study time with a specific subject.
   _____5. Schedule recreation time.

III. Make daily “to do” lists.
   _____1. Use a small calendar or notebook.
   _____2. Write in semester deadlines from semester calendar.
   _____3. Prioritize daily list of activities with “A,” “B,” or “C.”
   _____4. Mark off items as you finish them.
   _____5. Keep up with your assignments and appointments.
   _____6. Plan rewards after you finish effective study.

IV. Structure study time.
   _____1. Plan study activities for each study session.
   _____2. Vary your study activities to prevent fatigue.
   _____3. Take breaks to keep up efficiency.