

## Time Management Checklist

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

Plan the whole semester.

- 1. Obtain a semester calendar from the Center for Academic Success.
- 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.

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.

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.

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.