



# How to Practice Good Time Management

Using time management skills allows students to stay organized, meet deadlines, and keep stress levels down.

- **FIND A TOOL** that works best for you to stay on track
  - You can use a spreadsheet, planners, online calendars and more to stay organized.
- **WRITE DOWN** major deadlines
  - University dates and deadlines can be found [here](#).
  - It is also important to keep track of assignments, due dates, and events for courses and clubs.
- **ATTEND** lectures and labs
  - Be sure to attend all of the classes you are enrolled in. You will be reminded of upcoming assignments, projects, tests and other things you are responsible for.
  - Additionally, you will have a better understanding of the material and spend less time teaching yourself.
- **SCHEDULE** study time
  - Set up specific times to study for each class. Knowing when you are supposed to be studying will allow for scheduling of other activities around that time.
- **MAKE TIME** for other activities
  - Be sure to plan an adequate amount of time to rest and sleep.
  - Once your academic commitments and sleep are scheduled, begin allocating your free time with activities you enjoy.

## Helpful Tips:

- Plan in advance: write down important dates as soon as you are made aware of them. If you put it off, you may forget to add it to your schedule!
- Do not be afraid to try different planning methods. Everyone has their own method. If you find yourself struggling to keep up with the tool you have chosen, try something different!