

TOP TEN TIPS FOR TIME MANAGEMENT

1. **Get a calendar!** Whether it be on your computer, cell phone, or desk, make sure you have a place to write down everything you need to remember.
2. **Schedule everything!** Making time for all of your priorities helps you complete tasks and also manage your free time. Scheduling also prevents you from forgetting anything important in your school or personal life.
3. **Don't procrastinate!** Give yourself enough time to get your assignment or studying done instead of waiting until last minute.
4. **Break up projects or assignments into smaller portions!** By dividing assignments into parts, it will be easier to manage and less daunting. Break up the tasks and schedule when you want to complete them to stay on track.
5. **Be flexible!** Although you should schedule specific times for tasks you need to complete, keep your schedule flexible to avoid getting burnt out. Since unexpected things can come up at any time, giving yourself free time every day will help you to stay on track.
6. **Plan ahead!** Look at your calendar ahead of time to make sure you know assignments, exams or important dates before it is too late to prepare.
7. **Don't forget to make time for yourself!** Getting enough sleep and taking care of yourself mentally and physically allows you to complete tasks more efficiently and easier. If you are too tired, you won't be able to do the tasks you have scheduled!
8. **Reward yourself!** If you know you have a day or week filled with midterms, give yourself something to look forward to by making plans with friends for the following day or night. Yes, your social life should also be on your calendar!
9. **Take on what you can handle!** Don't spread yourself too thin by taking on too many commitments. It is good to be ambitious, but it is also important to be realistic!
10. **Keep your goals in mind!** If you are feeling unmotivated to keep to the schedule you created, think about your long-term goals. Knowing the importance of the small tasks you need to complete will help you see the bigger picture and make the best of your day!

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