



Academic Success and Career Center

Division of Academic Engagement and Student Achievement
WASHINGTON STATE UNIVERSITY

10 Critical Tips for Time Management

USE A PLANNER

Choose a planner that is right for you. Add your class schedule and any important events you cannot miss (meetings, sports practices, work schedules, etc.).



KNOW YOUR DEADLINES

Go through each of your class syllabi and add all assignment deadlines to your planner. Include all homework, project, essay, and test due dates for the entire semester.

SET CLEAR GOALS

Set long-term, semester, and weekly goals for yourself. Be as specific as possible about what you want to accomplish.



WRITE TO-DO LISTS

Write daily to-do lists. Your lists should include daily actions toward accomplishing your goals, your class assignments, and all self-care.

PRIORITIZE

Categorize your to-do list and assignments in order of importance. Finish the most important and urgent tasks first. Use your planner to help prioritize your tasks. Don't forget that self-care is a priority!



BREAK DOWN TASKS

For big tasks like projects, essays, tests, etc., break the tasks down into smaller to-do items, and work through the tasks over time. Avoid cramming large tasks into one day, and avoid marathon studying!

FOCUS

Focus on working on one task at a time. Avoid multitasking. Develop boundaries between your school work and your personal life.



TAKE BREAKS

Set a timer for each task to help you stay productive. Take short breaks (5-7 minutes) in between studying sessions to help regain your energy and focus.

STAY ORGANIZED

Create an effective study space, and keep it clear of clutter. Make sure your space has everything you need to complete your work.



REMOVE DISTRACTIONS

Turn off notifications, and put all distractions (phone, TV, open tabs on your computer, etc.) out of sight. Let people know you are working and need quietness.



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Time Management Checklist

USE A PLANNER



- Create a monthly calendar
- Choose a weekly planner best for you
- Other: _____

KNOW YOUR DEADLINES

- Read through each class syllabus
- Add all assignment due dates to your planner for the entire semester
- Other: _____

SET CLEAR GOALS



- Set long-term goals for yourself. Be specific!
- Set semester goals for yourself. Be specific!
- Set weekly goals for yourself. Be specific!
- Other: _____

WRITE LISTS AND TO-DOS

- Write a to-do list for each day this week
- Align your to-do list with your weekly goals
- Other: _____

PRIORITIZE



- Put your week's to-do lists in order from highest priority to lowest priority
- Ensure your highest priority items are completed first
- Other: _____

BREAK DOWN TASKS

- Identify tasks that will likely take several hours to complete
- Break these tasks up into smaller to-do items to be completed over several days
- Other: _____

FOCUS



- Focus working on one task at a time

TAKE BREAKS

- Set a timer for your study sessions
- Take short breaks after each study session

STAY ORGANIZED



- Create a study space specifically designated for studying
- Keep your space neat
- Have everything you need for your tasks in your space
- Other: _____

REMOVE DISTRACTIONS

- Turn off digital notifications
- Put distractions out of sight
- Notify others that you need quiet to work
- Other: _____