

How to Manage Your Time Effectively

Setting Yourself Up for Success

Even if you don't have any classes or work, make sure to do the following every morning:

- Wake up at a consistent time
- Eat some kind of breakfast
- Get dressed
- Check Canvas and email

A good routine can set you up with a mindset for success and help you to keep a schedule.

Have a good space to do your work that is:

- Distraction-free
- Comfortable
- Easy to set up

When you feel stuck, change your environment, ***but avoid studying in bed!***

Create a document to keep track of where you are in class and keep track of upcoming assignments and projects (these could really help you boost your grade if it begins to drop). Remember, never be afraid to ask your professor for help.

Creating Time Management Tools

Here are some helpful tips to better help you better manage your time:

- Write down all important university and class dates (deadlines, holidays, due dates, etc.)
- Plan your class time
- Plan your study time
- Keep a To-Do list
- Plan accordingly for all exams, don't forget to schedule extra study time in advance

Setting Goals

Setting reasonable and attainable goals is very important to your success. Below are some tips to set these goals.

- Don't overreach, setting high goals may seem like a good idea at the time, but if they aren't realistic you may stress yourself out, making it even more difficult to achieve your goals
- Set big and small goals
 - Big goals can be things like the final grade you want to achieve, internships etc.
 - Small goals can be simple things such as eating three meals a day, doing homework assignments the day they are assigned etc.
 - Setting big and small goals allows you to accomplish more goals, as well as making your goals more realistic
- Track your goals! This can be done in a planner, journal, in your phone, wherever you want, but tracking them will show you your progress and motivate you to keep going, as well as giving you a sense of accomplishment

How to Create Good Habits

Have you ever wondered where the time goes? One helpful tip is to create a calendar so you can specifically see and understand where all of your time is being spent (Google calendar is easy to set up and is used by most professionals).

Track your activities throughout the day, you can be more adamant about taking back control of your time. For example, look at how much time you're spending playing games or using social media. These can be very dangerous as students since you get sucked in for hours and lose track of time very easily.

Never be afraid to ask for help. Professors are the best people to ask for help, especially the one teaching the subject you are struggling with. There are also other resources on campus that are set up and regulated by the university (Office for Student Learning, Math Help Room, etc.).

Procrastination

One of the biggest challenges of proper time management is procrastination. Procrastination is when you delay or postpone something, which students often experience in their academic career (Even many professionals face procrastination in their careers!). It is very easy for students to procrastinate assignments or large projects, which can cause a lot of unnecessary stress and poor grades.

Being able to determine the cause of your procrastination is vital. Below are some common reasons for why students procrastinate and ways to fight it:

Common Causes	Possible Solution
Perfectionism	<ul style="list-style-type: none">● Try and complete multiple drafts before attempting the final version of an assignment● If something is a work-in-progress, it doesn't have to be perfect
Lack of Motivation	<ul style="list-style-type: none">● Find a study group to help keep you in check● Try and find ways to excite yourself about the subject you are struggling with
Unclear Directions	<ul style="list-style-type: none">● Talk to your professor
Fear of Failure	<ul style="list-style-type: none">● Set small goals alongside our major ones so you have a sense of accomplishment throughout a project
Distractions	<ul style="list-style-type: none">● Create a priority list for your assignments● Create a work environment that minimizes distractions