



## Do you ever wish there were 27 hours in a day or 8 days in a week?

The college years seem to be the time when everyone has so much going on they wish an extra day was added into the week to get everything done. That's why time management skills are crucial to have at this point in life. When people have too much going on and do not have good time management skills, their grades suffer. **Don't let yourself become a victim of poor time management!** Try these tips to see if you can squeeze more out of your day.

### 1. Make a prioritized "To Do" list

Consider the ABC approach to prioritizing your time. Put the activities that are most important in the A category and do them first. The next most important activities are in the B category, the least important of your activities in the C category. The C category might consist of activities that do not need to be done until next week, so they may eventually make their way to the A category.

### 2. Use spare minutes wisely

Eat your breakfast and read the paper at the same time, or if you get out of class early go run a few important errands. You can get a lot done in a few spare minutes.

### 3. Yes, you can say "No"

If your friends ask you to go see a movie tonight and you had already planned on studying, tell them you had already planned on studying. You don't always have to say no, but keeping your short- and long-term priorities in mind is important.

### 4. Find the right time

When do you do your best work? You might be more efficient if you know this. For example, do you find your mind wandering more at night than during the day? Find the time of day that you concentrate best.

### 5. Review your notes every day

Take a minute or two to review your notes. You might find that you retain more information for a test than if you try to cram it all in a few nights before...and you won't start sweating whenever the professor is looking for a student to answer a question.

### 6. Get some rest

Little or no sleep makes it hard to concentrate, unless you're concentrating on how badly you'd like to be sleeping.

### 8. Become a taskmaster

Figure out how much free time you have each week. Give yourself a time budget and plan your activities accordingly.

### 9. Don't waste time agonizing

The fact that you do not want to work on a project doesn't mean it is going to disappear. Stop procrastinating and start working on something, even if it's the smallest task. You will be getting work done that you will not have to spend time on later.

### 10. Keep things in perspective and reward yourself.

Setting goals that are unrealistic sets you up for failure. While it's good to set high goal, be sure not to overdo it. Set goals that are realistic and reachable. Don't forget to reward yourself for reaching your goals. This will help keep you motivated.