

Time Management Strategies

Time management is a crucial skill for students. Whether you're learning on-campus or online, it is important to understand how best to manage your time when studying in order to achieve balance.

Identify your peak productive time.

Recognize when you are most focused and effective, and plan to tackle your most demanding tasks during these times. This ensures that you are mentally engaged while handling important tasks.

Learn to prioritize.

Be realistic about what you can accomplish in a day and how long you expect each task to take. Create a to-do list and organize it by priority for your time period (today, this week, this month) – 'must do', 'would like to do', 'can push if necessary'. If working with a day planner, block out time to accomplish these tasks.

Minimize distractions.

Make sure you have a quiet, comfortable area to study. If you can't create this space at home, consider finding a library or public space that meets these needs. Limit access to distractions such as social media.

Take breaks.

Long study sessions should be broken up with 'brain breaks' and 'body breaks'. Set a timer to separate focus time from short breaks, and remember to take a longer break (the **Pomodoro Method** recommends a 25 minute work period, followed by a 5 minute break – repeat, and take a longer break every 4th time). Remember to reward yourself along the way for accomplishing tasks in order to maintain motivation.

Leverage technology.

Try some of these apps to help you manage your time effectively.

- To create and manage lists:
 - o **Any.do**—This easy-to-use mobile app keeps your to-do lists and calendar in one central location and syncs between devices and platforms.
 - o **Remember the Milk**—This is another fun mobile app that helps you manage to-do lists across multiple devices and users.
- To increase productivity:
 - o **RescueTime**—This app runs in the background of your desktop computer or smartphone, tracking how much time you spend on various sites and apps, and then provides a detailed report on where you spent your time. Use this information to tweak your browsing habits and work more efficiently.
 - o **Toggl**—Use this free web-based time-tracking app to create tasks and then track the time you spend on them, so you can see where your time is going and adjust if needed.
 - o **Freedom**—Reduce distractions and improve productivity with this app that blocks websites and apps on your smartphone or desktop computer
- To set goals:
 - o Learn how to set **SMART goals**—those that are Specific, Measurable, Achievable, Relevant, and Time-bound.
 - o Learn more about goal setting from **The Balance**.