

Does this sound like you?

- You feel overwhelmed by everything that you need to do
- You put off doing things until the last minute
- You feel like you never have time to do the things you want to do
- You put off assignments and cram for tests
- You are already busy, but you agree to take on tasks
- Your academic performance suffers because you are busy doing other things
- You forget to do things because you have too many other responsibilities on your mind
- It seems like you will never get everything done

Did you know there are 168 hours in a week?

Where do they all go?

- Keep a time log for a week. Keep track of where your time goes- be honest
- Evaluate whether your time is going where it should be. Are there things that you could do less of or stop doing?
- It is recommended that college students study at least 2 hours per week for every college credit. Are you devoting the time to studying that you should be?

What can I do to use my time more efficiently?

- Write down your short and long-term goals
- Develop a plan to meet your goals
- Use a planner or organizer
- Optimize your time
- Choose a quiet place to study rather than one with possible distractions
- Don't be a perfectionist

- Study during the time when you are most alert
- Use "found time" wisely (carry reading materials with you for when you have a few free minutes)
- Limit activities that take a lot of time but usually aren't very productive, such as talking on the phone and watching TV

What are some time management ideas?

- Keep variety in your life: school, work, exercise and health-related activities, social activities, and personal time
- Make a list of things to do and cross them off when you finish
- Break large tasks into smaller parts. Don't try to do everything at once. It is less overwhelming to write 2 pages of a 20-page paper at a time than to write the whole paper
- Recognize when you have too much to do, and say, "No," to additional requests
- Prioritize the things you need to do
- Be flexible
- Don't procrastinate, and don't cram
- Reward yourself for accomplishing small goals
- Ask for help or delegate

Can a counselor help me?

Sometimes it may seem like nothing can help you manage your time. If that is how you feel, don't hesitate to seek help. A counselor will talk to you about your concerns and will try to help you find solutions and ways to manage your time.