

Time Management 101

1. The Study Shift

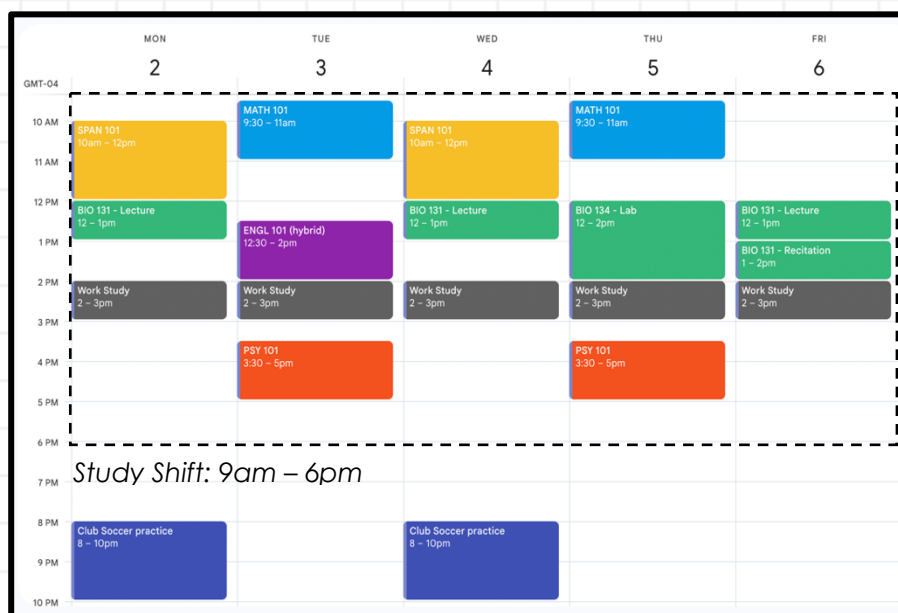
Being a student is a full-time job! Commit to putting in the time but doing so in a manageable way. **Clock in and out** to promote balance.

Identify your consistent **work hours** and commit to school during that time. Stay on campus or in an academic space to maintain the school mindset. Knowing that you want to “clock out” will help **motivate** you to complete your work during the shift.

2. Weekly Planning Time

Each week, set aside planning time. What can you do during this time?

- Check the “Announcements” page for each class
- Look back by making sure that all assignments were turned in over the past week
- Look ahead by noting upcoming deadlines
- Plan out your work time for the week
- Check your grades
- Make appointments for academic coaching, tutoring, office hours, etc.



3. The Pomodoro Method

You've already identified your Study Shift hours, and you've found your spot at the library. It's time to study... but it feels overwhelming, and you don't know where to begin.



Pomodoro Method: Create a **work/break structure** to make your study time more manageable. Give yourself a small, specific, and time-bound goal.

- *Example: Instead of “study Biology while I’m at the library for the next few hours,” say “in the next 25 minutes, I’ll read and take notes on Biology Chapter 1. Then, I’ll take a 5-minute break.”*

Work: Working for 25 minutes feels much more manageable to your brain, which promotes focus and concentration. This helps you maximize your study time!

Break: And don't forget the break! Your brain needs time to rest to prevent burnout. Taking breaks actually helps you accomplish more than trying to power through!

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Check out these strategies for managing your time and tasks!

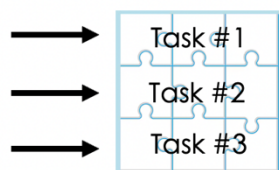
Create set time frames for when you will complete each task.

Keep your work blocks as consistent as you can from week to week. Developing habits for when you complete your work helps to stay on top of the workload.

Create a work/break schedule to chunk time and tasks.

Use the Pomodoro Method to work for 25 minutes and take a 5 minute break. Chunk your tasks by breaking up larger assignments and completing in short increments.

Time Blocking



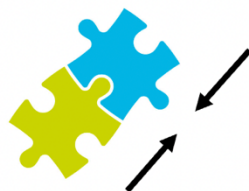
blocking out specific time for each task

Chunking



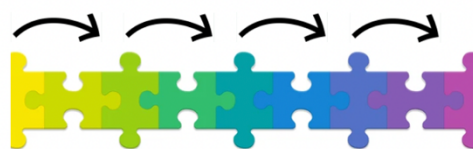
breaking into small, manageable pieces

Batching



grouping similar tasks together

Spacing



working in short but frequent chunks

This strategy helps you "get in the zone"
– whatever that zone may be!

Example:

Set aside "admin time" to answer emails, check course pages, make appts, etc.

Do a little bit every day to maximize your long-term learning. Why does this work?
It is the opposite of cramming!

Check out the 5-Day Study Plan handout for a test-prep example of spacing.