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Time-Management 101 [Time Management at College]

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TIME MANAGEMENT AT COLLEGE

Learning to manage your time effectively is one way to get the most from your college experience intellectually, socially, and professionally.

■ CHANGES TO EXPECT AT COLLEGE

- Less class time and more free time
- Less structure than high school
- Different workload from high school work
- New environment and people



■ WAYS TO MANAGE YOUR TIME

- **Prioritize Tasks**
 - Some days, finishing your homework will be the most important thing you need to do. On other days, taking time for yourself may be more important.
- **Make a Plan**
 - And stick to it!
- **Ask for Help**
 - Get a study buddy, a gym partner, a tutor etc.—Someone who can help keep you on task
- **Use Campus Resources**
 - Your campus will have various services that can help you: counseling center, fitness center, tutoring center. Ask your advisor to put you into contact with these types of places.

■ TIPS FOR SUCCESS



- **Be realistic—Allow yourself adequate time to complete tasks**
- **Take breaks when you need them**
- **Break up difficult tasks with fun activities**
- **Get a planner or calendar and plan ahead**
- **Set short term goals for yourself & reward yourself when you attain them**

ADDITIONAL RESOURCES

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