Time-Management 101 [Time Management at College]

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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


