6 Ways to Best Manage Your Time

1. **Make a plan for success.**
   - Always begin with the difficult tasks. Putting off the harder tasks lessens the chance that you will get them done.
   - Establishing routines and specific times for attending class/completing assignments, extracurricular activities, work, etc. is helpful when managing time.

2. **Prioritize your daily routines**
   - Arrange your daily tasks and responsibilities in sequential order of importance.

3. **Utilize a calendaring method.**
   - Implementing a traditional planner or downloading a calendaring app (Google Calendar, iStudiez Pro, etc.) can help organize your daily routines easily.

4. **Avoid procrastination.**
   - Procrastination often comes from believing tasks are too large or overwhelming and the best way to avoid it is to break up tasks into small parts/goals.
   - A tip to avoid procrastination is to not delay important tasks like studying and completing assignments.

5. **Make connections with campus offices providing resources for academic and personal success.**
   - Center for Academic Success
   - Wellness Services

6. **Use Rewards for Motivation**
   - Using fun activities as a reward to look forward to will increase your motivation to get stuff done!
   - Utilizing a reward such as watching an episode of your favorite television show or eating at your favorite restaurant once completing an assignment, can motivate you to complete tasks.

   Schedule a Study Skills Assistance session with one of our tutors for individualized assistance with this and other academic topics.