

3 Keys to Time Management

time management

Unlock your time-management potential with three key strategies that can help you keep you focused on your academic goals and be a well-balanced person:

- 1) a **quarterly calendar** for all major and minor deadlines
- 2) a **weekly schedule** for daily and weekly activities and study time
- 3) a weekly or daily task list or **TO-DO** list to manage tasks

1. Quarterly Calendar:

For “big picture” planning, see all your deadlines for the quarter. Start by reviewing each class syllabus and writing all of your due dates on your quarterly calendar

- | | | |
|--------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> major exams | <input type="checkbox"/> projects | <input type="checkbox"/> weekly quizzes |
| <input type="checkbox"/> papers | <input type="checkbox"/> readings | <input type="checkbox"/> weekly assignments |

Tip: Break each large task into smaller pieces and give yourself “mini” deadlines

- 1) For each exam, make a note five days earlier to begin studying.
- 2) For each paper, work backwards from the due date to determine when research, outlines, rough drafts, and Writing Center appointments are “due.”

2. Weekly Schedule

For daily/weekly time commitments, use a Weekly Schedule worksheet, Outlook/Google Calendar, or your phone. Then block out:

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> class time | <input type="checkbox"/> meals/sleep | <input type="checkbox"/> work/volunteer |
| <input type="checkbox"/> 3-4 hours of daily study time | <input type="checkbox"/> church | <input type="checkbox"/> run/walk/workout |

3. Task List

For keeping track of the odds/ends of class and life, your task list is the last key component of your 3-level time management system; it’s the nuts and bolts holding your system together. This is the one place where you can note all the tasks you need to accomplish. It isn’t fancy, and it isn’t complicated. But it will help you sleep better!

(Turn over for Task List details)

🔑 Task List

Here's how it works:

- On your **Quarterly Calendar**, you've broken large tasks into smaller pieces. Your task list can help you keep track of which of those pieces need to be accomplished, and your completed tasks move you closer to the deadlines recorded on your Quarterly Calendar. Use your Quarterly Calendar to determine the tasks for each week. Write the tasks on your task list and add other things you need to accomplish.
- Once you've listed all of the things you need to do tomorrow or over the course of the week on your **daily or weekly Task List**, prioritize your tasks based on urgency and importance or weight. Then consider times of the day each task might best be completed.
- On your **Weekly Schedule**, you've already blocked out study time (1-2 hours for every hour you're in class). Your task list can give you an idea of what activities need to be done during that study time. Plug tasks into your weekly schedule, or assign times and dates to each of your tasks.

Carry your task list or weekly schedule with you throughout the day and refer to it regularly. By getting your tasks on paper (or phone) instead of holding them in your mind, will free up your memory for retaining more information! Some students keep their Task List next to their bed so when they think of something they need to remember, they have a handy place to write it down. Think better and sleep better with a daily/weekly Task List.

Possible formats for your task list:

- Index cards
- Your phone/Voice Notes
- Outlook task list
- Post-it note for each day
- Student Planner
- Weekly Schedule with tasks