
Student Success \ Time Management

KAVEH FARROKH (PH.D.)

Time Management Tips 101

(1) ORGANIZE YOUR DEADLINES FOR PROJECTS, EXAMS, & ASSIGNMENTS

- Do this early in the semester.

(2) PUT ALL IMPORTANT DEADLINE DATES ON A CALENDAR

- Put the calendar some place where you will always see it.

(3) MAKE A DAILY PRIORITY SCHEDULE OR LIST

- At the end of the day, see how much you accomplished.

(4) MAKE A WEEKLY PRIORITY SCHEDULE OR LIST

- At the end of the week, see how much you accomplished.

(5) BREAK A LARGE TASK INTO SMALLER PARTS

- This helps you organize and manage your tasks and helps reduce stress.

(6) PLAN BEFORE STUDYING, WORKING ON ASSIGNMENTS & EXAM PREPARATION

- Set your learning and task goals first – this brings focus to your work and also makes your use of time more efficient.

(7) TOO MANY IMPORTANT TASKS? PRIORITIZE THEM.

- Make a short list of 3–4 most important things you need to get done and list these in order of importance.