

Tips for Successful Time Management

Introduction: Making a habit of the suggestions below will be a product of motivation, trial and error, and practice!

Time Management Tips:

1. **Keep an AGENDA**

- a. Purchase a day planner, calendar or agenda book. Or set up an Outlook account.
- b. Develop a calendar of important dates for your classes: Tests, papers, projects, readings, mid-term and final exams, holidays, breaks, study days, etc.
- c. Enter important dates for your work, social and family life
- d. Each week develop a daily schedule that includes routines and important dates
- e. Post this schedule in your study area for referral and review, and to mark your progress
- f. Each evening develop a schedule to help you organize the next day, include routines, errands and important appointments
- g. Review each day's schedule that morning

2. **Document the sequence!**

Note that you need to write these down, either for posting on a wall, or better yet, entered into your computer for reminders.

3. **Commit to a trial period**

Three weeks or a month...think of the schedule as an experiment, but commit yourself to it.

4. **Think of this as an "organizer"**

Rather than a task list. Your to do lists, etc. are part of #2. Set your computer calendar to remind yourself of important events.

5. **Relate this schedule to a reward**

And post it prominently as an incentive in your room. If you need to give up something, replace it with a positive benefit.

6. **Find someone to partner with, or adopt a role model**

So that you can find reinforcement. The person will not have the same school, family or work schedule, but can be there to encourage and suggest.

7. **Don't expect perfection**

It is the enemy of the good. You are developing a new or altered way of achieving your goals. Sometimes, there will be events that interfere, and are cause for re-evaluating this schedule.