

# 3 keys to time management

time management

*Make It Happen:*

## time management

concentration  
reading  
listening  
memory  
taking tests  
writing papers  
self-regulation  
learning styles  
motivation

Every good time management system includes three parts: 1) a **quarterly calendar** with all major and minor deadlines, 2) a **weekly schedule** of activities and study time, and 3) a weekly or daily **task list** to manage tasks. Unlock your potential with these key strategies. The first step to academic success is getting there—and being prepared. A 3-level time management system will keep you focused on your academic goals and help you be a well-balanced person.

### ↪ **Quarterly Calendar:** for deadlines

*Goal: To see an entire month or quarter of due dates at once.*

**First**, review each syllabus and enter all due dates onto the calendar.

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

**Now add:**

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> holidays | <input type="checkbox"/> personal commitments |
|-----------------------------------|---|

**Tip:** Break each large task into smaller pieces and give yourself deadlines.

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

### ↪ **Weekly Schedule:** for time commitments

*Goal: To manage weekly activities, including class time, appointments, study time, and other daily and weekly activities.*

On a Weekly Schedule worksheet or in Outlook, record

- |   |                                |                               |   |
|---|--------------------------------|-------------------------------|---|
| <input type="checkbox"/> class time   | <input type="checkbox"/> meals | <input type="checkbox"/> work | <input type="checkbox"/> other activities |
| <input type="checkbox"/> 1-2 hours of study time for every hour you're in class |                                |                               |   |

Want to give the 3-level time management system a shot? Visit us at the Center for Learning for detailed information about creating a quarterly calendar and a weekly schedule.

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### 8→ **Task List:** for tasks

*Goal: To keep track of tasks on a daily or weekly basis.*

Your task list is the last key component of your 3-level time management system; it's like the nuts and bolts holding your system together. In one place, keep track of the tasks you need to accomplish for your classes. 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. Getting the tasks on paper instead of holding them in your mind will free up your memory for retaining more information!

Possible formats for your task list:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Index cards</b>       | <input type="checkbox"/> <b>Weekly list divided by the day</b> |
| <input type="checkbox"/> <b>Outlook task list</b> | <input type="checkbox"/> <b>Post-it note for each day</b>      |
| <input type="checkbox"/> <b>Student Planner</b>   | <input type="checkbox"/> <b>Weekly Schedule with tasks</b>     |

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