

## Methods of Time Management

- **Weekly Planner**
  - Method that provides a visual display of your optimal studying times each week.
  - The planner is used to fill-in your schedule for the week.
  - You schedule your fixed weekly commitments, your commitments for the particular week, and your social activities.
  - Most importantly, you schedule study/HW time (being specific about when and what you will study).
  - An accompanying assignment planner can help you keep track of specific upcoming assignments so that you know what assignments to do during your available study time.
  - Template of the weekly planner and assignment planner is located at:  
<http://www.lehigh.edu/~inacsup/cas/studyskills.html>
- **Academic Yearly Planner**
  - Method to keep track of homework assignments, due dates, and upcoming exams.
  - As soon as you get the syllabus for each class, record major academic events throughout the semester such as test dates and paper due dates.
  - Record each week's homework and reading assignments.
  - You can also schedule non-academic events such as athletic practices, vacations, and social activities.
- **Monthly Calendar**
  - Similar to the academic yearly planner, this method enables you to keep track of homework assignments, due dates, and upcoming exams.
  - However, this method provides a broader perspective by allowing you to see the approaching events and commitments of the month on one page.
  - Especially helpful to those students who have difficulties remembering long-term assignments until they are just around the corner.
- **To Do Lists**
  - Method to keep track of what needs to be done during a particular day.
  - Write your to-do list the night before or first thing in the morning.
  - Review your to-do list and decide on the priority of each task (ex. ABC rating scale).
  - Always start by doing your most urgent tasks first.
  - Once you complete a task, cross it off your list and enjoy your accomplishment.
  - Carry over any tasks that remain incomplete to the next day's to-do list and prioritize.
- Additionally, these methods can be used in combination to provide you even more assistance with time management.
- There may be other methods of time management that will prove most effective for you. The goal is to find a method that allows you to organize your life and finish everything that needs to be done in a timely and efficient manner.
- **If you need any assistance with time management, please feel free to make an appointment with the study skills consultant in the Center for Academic Success.**