

In college, you'll find that you have more freedom to shape your schedule, making it important to manage your time well. Deciding how to balance classes, activities, and study sessions can be tricky, but there are many strategies to help you use your time effectively. To get started, consider meeting one-on-one with an Office of Academic Resources (OAR) Academic Coach. They can help you tailor a plan that fits your needs and goals!

PLAN FOR SUPPORT

Carve out time to connect with faculty for guidance, join review sessions, or swing by the Writing Center for extra support.



STUDY POST-CLASS

Keep the momentum going by editing your notes and starting assignments right after class, making it easier to retain what you've just learned.



TRADE TIME WISELY

If you miss a study period, pencil it back into your schedule right away. It's fine to adapt, but make sure you're not sacrificing your study time.



ORGANIZE YOUR SPACE

Keep your workspace tidy with all your books, notes, and materials in order. This way, you won't waste time hunting for what you need.



ADOPT THE 'SO/AND EVEN SO' MINDSET

Instead of thinking, "I only have 10 minutes before I leave, so I can't start anything," try, "I only have 10 minutes, and even so, I can make a little progress." This mindset can be a game changer.



STICK TO YOUR SYSTEM

Commit to your time management plan, but ensure it's flexible enough to accommodate any surprises.



UTILIZE WAITING TIME

Turn those spare moments between activities into productive snippets. Have your materials ready to make the most of these brief pauses.



OPTIMIZE STUDY SETTINGS

Find your study sweet spot—perhaps the library in the early hours is your zone. Avoid tempting but unhelpful settings like a cozy bed during a Netflix marathon.



PLAN EFFICIENTLY

Set aside some time to organize your week and boost your productivity. Just be cautious that planning doesn't slip into procrastination territory.



MAKE A NOT-TO-DO LIST

Figure out which habits or activities are eating up your time and steer clear of them.



PLAN SMART BREAKS

Integrate short, refreshing breaks into your study sessions. Whether it's a quick nap, a walk, or a few pages of your favorite novel, make sure these breaks are brief yet rejuvenating.



HOMEWORK DURING OFFICE HOURS

If you can, work on assignments near your professor's office. Start your homework a bit before office hours so you'll be ready to ask about any issues that come up.

