

5 Time Management Tips for Students

Schedule the “most demanding” tasks for when you have the most energy.

Ever heard of a morning person vs. a night owl? Everyone is different - so observe yourself to figure out when you're most alert. When you schedule your most difficult tasks during these times, you'll be more time-efficient with your tasks and more productive!

Trim out low priority tasks.

Sometimes we want to do it all! But, learning how to manage time takes time! Start by thinking through what your goals are, and then assign subtasks to meet each goal. Cut out activities or events that are time wasters. This will leave more time to succeed on what's most important.

Keep track of deadlines.

In post-secondary studies, you're often juggling multiple classes - so due dates for assignments, projects, and exams can creep up quickly (and at the same time). By noting these deadlines, you can ensure that you stay on top of your coursework. *Bonus tip:* Change deadlines to 1 week before their actual due date; that way if you miss the mark, you still have time to catch up!

Use checklists.

Keeping track of tasks can get overwhelming. Let's say you've worked out a study routine, but if you don't keep yourself accountable, your plan will fail. By using checklists - you can keep track of what's done (and celebrate) as well as what's left to do. This will make things less overwhelming and stressful!

Build in breaks!

Breaks rejuvenate your mind and give you more steam power, making them essential for managing your time well. Implement a system to take breaks - so that you stay on track, promote wellness, but prevent yourself from getting carried away.

Tools/Resources

- **Google Calendar** - App for electronic scheduling
- **Agenda** - for manual scheduling/checklists
- **The Pomodoro Method** - System for breaking up work periods and breaks
- **Google Keep** - App for electronic checklists

Written by Idy Ekpe