Time Management Tips
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Time management = accurately predicting time needed + planning accordingly.

Manage Your Time.
Create a routine + patterned behavior = efficiency.
A good start is critical for a good finish (e.g., don’t study in bed).
Realize that learning takes time.
Prioritize.
  Spend more time on subjects you have problems with.
  Always put school first.
Make “To Do” lists, itemize study-time activities.
Reward yourself for accomplishments.
Build off of your momentum.

Be Prepared.
Materials all ready (including finishing reading assignments)
Organize your school work.
Establish routine of studying and reviewing.
Know how much time you need for each class.
Break large assignments into realistic steps.
  Schedule a series of short study sessions.
  Reserve daily writing and revising time.
  Think ahead-before big projects, big exams, and big papers…back up 7 days.
Postpone partying until daily work is done.

Optional activity
Draw out a chart: at the top of each column, put days of the week; and, at the left of each row, put the hours of the day. Use a highlighter to mark out the time you spend in class each day and on other commitments such as meals, travel time, grooming time, rising, and bed time. Go down the list and estimate how many hours you spend doing each. There are 168 hours in a week.

What kind of activities “eat” up your time? You cannot get more time in the week. You only have choices and decisions to make. Determine ways to better use or manage the time that you have. Carefully budget your limited time like you would budget a limited amount of money.

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