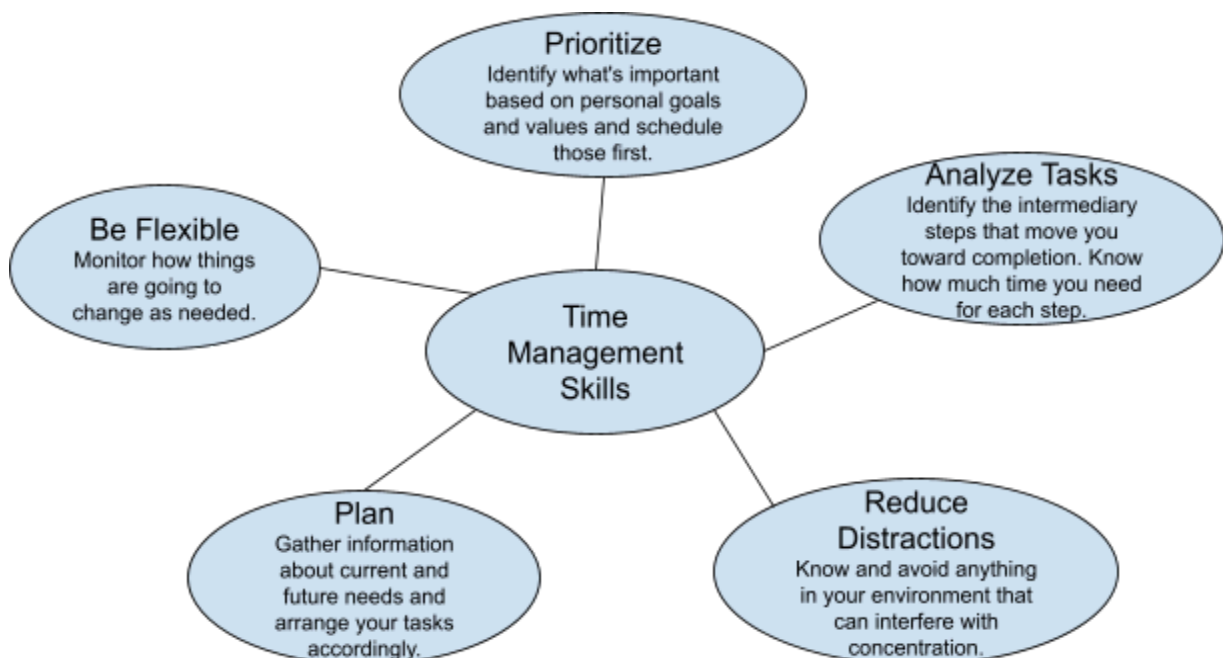


Time Management and Developing a Schedule

1. **Prioritize Tasks:** Identify the most important and urgent tasks on your to-do list and prioritize them accordingly. Use techniques such as the Eisenhower Matrix (urgent-important matrix) to distinguish between tasks that are both urgent and important, urgent but not important, important but not urgent, and neither urgent nor important.
2. **Create a Schedule:** Plan your day or week by creating a schedule or to-do list. Allocate specific time blocks for different activities, including work, breaks, and personal tasks. Use tools such as calendars, planners, or digital apps to organize your schedule.
3. **Break Tasks/Assignments into Smaller Steps:** Break down larger tasks or projects into smaller, more manageable steps. This can make them less overwhelming and easier to tackle, increasing your productivity and motivation.
4. **Use Time Blocks or Timeboxing:** Allocate specific time blocks for different tasks or activities, known as time blocking or timeboxing. Dedicate uninterrupted periods to focus solely on one task before moving on to the next.
5. **Practice Time Management Techniques:** Explore different time management techniques and strategies to find what works best for you. Experiment with tools, methods, and approaches to improve your time management skills over time.
6. **Review and Reflect:** Regularly review your progress and reflect on how effectively you're managing your time. Identify areas for improvement and make adjustments to your approach as needed.
7. **Take Breaks and Rest:** Schedule regular breaks throughout your day to recharge and avoid burnout. Taking short breaks can help maintain focus, creativity, and overall well-being.

By implementing time management strategies consistently and adapting them to your own preferences and workflow, you can enhance your productivity, reduce stress, and achieve greater balance in your personal and professional life.



Sample: Term Calendar Samples developed by Layli Liss & Colin Stapp - Make College Yours

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	WR121 outline	PSY quiz Chpt 2	MTH Chpt 1 due				WR121 outline due
3	WR121 draft	PSY quiz Chpt 3	MTH Chpt 2 due	PSY Chpt 2 due			WR121 Draft due MTH work due
4		PSY quiz Chpt 4	MTH Chpt 3 due		MTH quiz		

**Continue calendar for all weeks

Sample: Weekly Agenda

DAY	APPOINTMENTS	DUE	STUDY TIME TASKS
Mon	8:00-10:00 study time 10:30-11:20 MTH111 11:30-12:50 WR121 4:00-9:00 Work	Math mod 2, odds 1-15 WR: outline	PSY review Chapter 1
Tue	8:00-10:00 study time 11:30-12:50 PSY201 2:30 Pick up kids 5:00-6:00 Gym	Math mod 2, odd 16-30 PSY quiz 1 due 11:59pm	WR review chapter 2
Wed	8:00-10:00 study time 10:30-11:20 MTH111 11:30-12:50 WR121 4:00-9:00 Work	Math mod 2, odd 31-45 WR chapter 2 questions 1-5	Read PSY Chapter 2 MTH review chapter 2
Thur	8:00-10:00 study time 11:30-12:50 PSY201 2:30 Pick up kids 5:00-6:00 Gym		MTH practice exam WR write draft
Fri	8:00-10:00 study time 10:30-11:20 MTH111 11:30-12:50 WR121 4:00-9:00 Work	MTH; Exam 1	
Sat	10:00-12:00 Study time 4:00-5:00 gym		Revise writing draft
Sun	1:30-4:30 Study time		Math mod 3 review

TERM CALENDAR

Use your syllabi and Canvas shell (if applicable) to help fill in the term calendar below

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2							
3							
4							
5							
6							
7							
8							
9							
10							
Exam Week							

Notes:

WEEKLY AGENDA

Incorporate all of your educational and personal commitments for each day

DAY	APPOINTMENTS	DUE	STUDY TIME TASKS
Mon			
Tue			
Wed			
Th			
Fri			
Sat			
Sun			