TIPS FOR TIME MANAGEMENT
From an ACTC psychology and biology tutor

CREATE A SCHEDULE FOR YOURSELF AND STICK TO IT.
Taking the time to block out all of your classes, your work schedule, dedicated study time, time for exercise, and so on allows you get a better idea of how much time you actually have throughout the week. Scheduling your study time will make it easier to hold yourself accountable and ensure you are reviewing regularly.

BE REALISTIC ABOUT HOW YOU ARE SPENDING YOUR TIME.
Be willing to admit to yourself that you need to spend less time hanging out with friends and more time studying. Friends and socializing are both important, but your schoolwork deserves your attention. If you are not sure how much time you are spending studying versus socializing, keep track of how long you are spending on each for a few days to a week. How many hours you record for each will tell you whether you need to dedicate more time to studying.

MAP OUT YOUR ENTIRE SEMESTER UP FRONT.
Take the time to write down all the deadlines you have this semester, going through your syllabi and writing down every date in each of them. You can do this in a digital calendar, a planner, or a paper calendar (we have a semester calendar on the ACTC website **here**). Refer to your calendar on a regular basis to make sure you know when assignments, quizzes, and tests are—and be **proactive** with that knowledge. Do not look at your calendar, see that a paper is due next week, and wait until next week to get started on it. Also, bear in mind that dates might change. The professor might cancel class, or dates might be pushed back if it is taking longer than expected to go through the material. Be sure to mark those changes on your calendar.

KEEP A DAILY TO-DO LIST.
Write down all the tasks that you need to accomplish that day and cross them off as you go. When writing your to-do list, try to be **as realistic as possible** about how long a task is going to take. As a rule of thumb, you should anticipate the task taking a bit longer than you think it will. Also, be sure to prioritize your tasks. You can number them based on importance, with 1 being the most important. You can also use a letter system, where A's are the most important, B's are second, and C's are tasks you only worry about if you get the rest done. Do what works for you, but find a system that forces you to prioritize. You can also find daily **to-do lists** on the ACTC website.

BREAK UP BIGGER TASKS.
Rather than trying to complete a large task all at once, see if you can break it up into smaller steps. This is especially important for something like writing papers or completing projects; however, this can also work for smaller assignments. Breaking down tasks into smaller pieces gives you something concrete that you can accomplish in that moment. This can help you avoid staring at your to-do list and feeling overwhelmed by a massive, daunting task that might take hours. This can also be helpful if you're struggling with motivation! Find something tiny to do, as the resulting feeling of productivity might leave you feeling motivated to do more.

TAKE BREAKS.
Be sure to take breaks throughout the day, especially during study sessions. It is important to let your brain rest here and there, and it is equally important to get up and stretch and move. Be careful not to let breaks turn into hour-long distractions, however. Set a timer to prevent this.