

Effective Time Management

1. Plan Ahead by Creating a Weekly To-do List:

Review your weekly course requirements and complete the "Week In The Life" Calendar.

Whether it's just a list of priorities or a full schedule for each day, having a plan will ensure that you know what to do and when. Start each week by identifying your course activities, then prioritize those tasks alongside the work, family, church, and other personal commitments in your life. Identify free spaces in your week to complete each task and then create a scheduled homework plan.

2. Identify Time-Wasters:

Avoid activities that distract you from your goals.

Are you always on social media when you should be studying? What about texting or answering calls during study time? Maybe Netflix is calling your name. Pay attention to what draws your focus away from your studies and assignments during your study time and set a goal to not engage in that behavior. Consider using those activities as a reward for staying focused and accomplishing the tasks you set out to complete.

3. Only Do One Thing at a Time:

Multitasking can sabotage your study plan.

To combat the urge to multitask, turn off any devices that you can and find a private room or even a library to study in. Partner with your family and friends to protect your study time and help prevent interruptions. No matter what, don't switch to another task until your current one is complete. This may be a hard habit to break, but it's worth it. Practice makes perfect.

4. Establish Routines and Use Breaks Wisely:

Take advantage of daily down-time.

While a weekly plan is important, study routines can also help you accomplish the things you need to do. Is your home most quiet in the morning or at night? Consider regularly using that time to study or read. Stick to your routine and you won't have to worry about when you'll find time to accomplish tasks.

5. Take Time Off:

Discover what regenerates you.

Procrastinating is exhausting. When you leave everything until the end of the week, you can become overwhelmed. Follow your study routine, but be sure to take time for yourself! Long study sessions working on assignments should be broken up with time away from screens or textbooks to give your mind a rest. You will return refreshed and ready to tackle the next thing.

6. Learn to Delegate:

Resist the urge to do it all.

While your significant other, family members, roommates, or friends won't be able to study for you, they can help out with routine needs. Partner with them to help with household chores, errands, or childcare. This will ensure that you can stay focused on your plan.

Finally, ask your Support Specialist for help!

Call the Solution Center at 877-569-3198 or email cagsstudentservices@macu.edu. Our hours are 8 am - 6 pm M-Th and 8 am - 5 pm on Friday, Central Standard Time.

You can do this!

