

Academic Wellbeing presents. . .

Time Management Strategies

Know how you spend your time

In order to manage your time effectively, it is important to first identify how you are spending your time. Utilizing time management assessments and engaging in self-reflection are common ways to determine what daily commitments are the time consuming

Where is most of my time spent? What tasks are the hardest for me to get done? When am I typically most productive? How long do I usually take to complete this particular assignment?

To get a better understanding of how you spend your time, consider completing the [Time Assessment](#) found on the resources section of our website. In addition, map out your hourly commitments on the [Weekly Schedule To-Do List](#).

Additionally, scheduling a free time management consultation (through the Tutorzone) may be helpful too. To schedule your time management consultation, please click [HERE](#), and enter “time management” in the course search bar..

Set priorities and understand urgency

To be the most effective in our time management, we must understand the difference between importance and urgency. Urgent tasks should be the highest priorities on your to do list because it can be problematic if they aren't accomplished. Important tasks should be completed after all the urgent tasks but before medium and low priority commitments.

Pro Tip: Create a to-do list or chart with tasks to complete and indicate their priority. If it helps, highlight items of higher priority and cross off tasks from the list once you've completed them.

Use a planning tool

A key aspect of time management is organization. Consider using a planning tool such as a planner, google calendar, or time management app to organize your responsibilities.



Commonly Used Organizational Apps

The College of William & Mary does not directly sponsor any of these apps; however, these apps have been found to be very helpful by many students who use them.

1. Evernote allows students to track ongoing to-do lists, make notes, and view their daily responsibilities in one platform. It also helps students plan ahead by allowing them to store information, articles, and images in one place that they can easily access later on when needed.

For more information about **Evernote**, please click [HERE](#).

2. Google Calendar is a quick and easy way to organize and access your commitments and responsibilities. Whether on your computer, tablet, or cellphone, Google Calendar allows students to monitor their day-to-day tasks. Additionally, Google Calendar allows students to color code and categorize tasks in a way that makes the most sense to them.

For more information about Google Calendar, please click [HERE](#).

3. Google Keep is designed to help students take notes and make to-do lists. In addition to written notes, Google Keep allows students to record and keep track of audio files or thoughts they'd like to remember.

For more information about Google Keep, please click [HERE](#).

4. MyHomework Student acts as an electronic planner for students. Using this app allows students to organize homework, assignments, and exams, and receive

reminders as things become due. In addition, the calendar feature allows students to see what parts of their semester they may be busier than others.

For more information about **MyHomework Student Planner**, please click [HERE](#).

5. SimpleMind+ is an app that allows students to map out assignments and connections. This app is very similar to the Concept Mapping study technique often hand written by students on white boards or sheets of paper.

For more information about **SimpleMind+**, please click [HERE](#).

6. Trello is an organization app that allows students to track and manage project and assignment completion. This platform is also interactive and can be used to create a hub for classmates to create a board for them to monitor tasks together. The timeline function allows a student to see their progress as they strive to reach their goals for different tasks and assignments.

For more information about **Trello**, please click [HERE](#).

Planners



Planners are a useful tool for students who like a physical avenue for organizing their schedule and assignments.

Alternatively, consider using the [Semester Planning Guide](#). This resource breaks the semester up by weeks so students can divide their assignments into manageable parts to complete one at a time.

Want a generic planner? Stop by our office, “the Sweetest Suite”, Sadler 184, to pick one up.

Schedule commitments and tasks appropriately

Plan your most challenging tasks for when you have the most energy. If a particular task requires more time to complete than you originally allotted, designate a specific time to return to work on it.



Using Timers

Intentionally setting time limits for assignment completion can both increase productivity and decrease fatigue. Whether you set an alarm or time to go off after an allotted amount of time or at a certain time of day, breaking down your assignments often makes them easier to complete.

Pro Tip: Make sure to incorporate 10-15 minute brain breaks into your schedule. Oftentimes, taking these short breaks will increase productivity and

prevent burnout.

Avoid Multitasking and Reduce Distractions

Although it may seem like you are saving time, multi-tasking can be more time consuming because you are constantly switching your attention. This often makes focusing on a specific task more difficult. Additionally, the following strategies may help you increase focus and reduce distractions during classes or study time:

Reducing Distractions in Class



1. Put Your Phone on Do Not Disturb: the expanded access to the world available to individuals through cell phones can be highly captivating to even the most dedicated of students. To reduce distraction and help you stay focused during class, try putting your phone on “do not disturb”. This will silence any distracting notifications from text messages, apps, and social media profiles and can allow you to pay attention and be fully present in class.

An alternative method is to place your phone out of your sight in another room than the one you are doing your homework in. Similar to the old adage, “out of sight, out of mind”, this method will allow you to focus better because you have physically removed the temptation to grab your phone while studying.

student spends working on assignments. For more information about **Forest**, please click [HERE](#).

- ❖ **Remember the Milk** is designed to help students manage their time and stay on schedule through a system of todos and reminders. For more information about **Remember the Milk**, please click [HERE](#).
- ❖ **Todoist** is a time management and organization app that helps students stay organized within a hectic daily schedule. In addition, this app allows students the flexibility to easily move uncompleted tasks to times that would work better for them. For more information about **Todoist**, please click [HERE](#).

Stay healthy

Taking time to relax and do nothing often helps you rejuvenate physically and mentally, enabling you to accomplish tasks more effectively. To promote greater wellbeing, engage in self-care, take breaks, sleep, and make plans to socialize with friends and family.

Self-Care and Studying: Tips for Success

1. Sleep. Is. Important.
2. Establish healthy and consistent eating habits.
3. Take deep breaths, stretch and mediate.
4. Build “you time” into your daily routine.

If you haven't already explored their resources, I would encourage you to look into the resources provided by the [Health and Wellness Center](#) and [Counseling Center](#) on campus.