**Time Management**

**Semester Calendar** – the “Big” dates

- **uses** as point of reference
- post on wall; check 1-2 times daily
- break down large projects into intermediate steps

*note: get a large blank calendar and tear off semester months or buy a wall “at a glance” plastic calendar in any office supply store*

from:
- **syllabus**
  - tests/ quizzes
  - papers
  - projects
- **personal events**

**Weekly Schedule** – in notebook (you can buy these)

- class times
- meals
- meetings
- sports

*note: although learning is best in the morning and afternoon, students often waste this time!*

**Daily “To Do” list** – on a 3 x 5 card

- tasks
- activities
- meetings
- schedule available time

Prepare card the night before or at breakfast from weekly schedule. Cross out events as you complete them.

***scheduling available time***

- small blocks 10 – 20 minutes
  - reflect on previous class
  - review for next class
  - memorize
  - exercise
- large blocks
  - schedule tough tasks