Student Time Management
“Time is like a snowflake. It melts away while we try to decide what to do with it.”

**TOP TIME WASTERS**
- Phone / Messaging
- Crisis Management
- Lack of Priorities and Planning
- Lack of Self Discipline
- Video & Mobile Games
- Ineffective Delegation
- Attempting Too Much
- Inability to Say “No”
- Personal Disorganization
- Facebook / Twitter

**Stretch the Clock**
- Use waiting times (standing in lines, commuting, between classes, etc.) to read a book, jot down notes, listen to tapes, and organize files and to-do lists.
- Don’t cram, but organize a way to study for tests for long term memory retention.
- Tackle hard subjects first when you are fresh and have more energy.
- Combine several activities into one time slot.
- Know your instructions. Make sure you have clear instructions. If you’re not sure, ask instructor.
- Plan creative time to recharge your batteries. Use proper exercise and nutrition to help stay physically fit and mentally alert.

**Timely Tips**

**Spend time Planning and Organizing**
- Organize in a way that makes sense to you. Using time to think and plan is time well-spent.

**Use a To Do List and Prioritize**
- Find a to do list method that works for you. Construct a list the day before or first thing in the morning. Or keep a “running” to do list which is continuously updated. Then, prioritize by color, number, or letter. Flag items with a deadline.

**Use your Prime Time**
- Are you a morning person, a night owl or an afternoon whiz? Find the time of day you are at your best and plan to it for your priorities.

**Be Flexible**
- Allow time for scheduled interruptions and distractions, but learn to say “No” when interruptions interfere with priorities. Ask yourself, “What is the most important thing I can be doing with my time right now?”

**Avoid Being a Perfectionist**
- Paying unnecessary attention to detail wastes time. Practice drawing a conclusion to a project.

**Compose a Daily Schedule**

- Use a time schedule that fits your personality - a daily/weekly planner that has 1/2 or one hour spaces.
- Put down all of the necessities - work, meetings, appointments, classes, meals, sleep, etc.
- Schedule study time for “Prime Time.”
- Complete the schedule with activities that add balance to life - recreation, social and family events, professional and spiritual activities.

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