TIPS FOR
USING TIME STRATEGICALLY IN COLLEGE

1. PRIORITIZE TASKS

Start by categorizing your tasks based on their urgency and importance. By distinguishing tasks this way, you can allocate time more effectively and avoid last-minute panic.

2. BREAK TASKS INTO CHUNKS

Instead of viewing an assignment as a monumental task, break it into smaller components. Try working intensively for a set period then taking a break. Repeat. This not only maintains focus but also provides regular intervals to refresh.

3. USE TECHNOLOGY

Modern technology offers many tools and apps designed to assist with time management. Platforms like Google Calendar, Trello, and Todoist can be life savers. Use them to set reminders, create to-do lists, and track deadlines.

4. SET CLEAR GOALS

A clear vision of your goal by a deadline can guide your daily and weekly priorities. Once you set goals, break them into smaller milestones with deadlines. This provides a roadmap for the future while keeping you accountable in the present.

5. STAY ORGANIZED

An organized system is essential to track assignments, readings, and exam dates. Review your system weekly and adjust as needed. An organized system minimizes the risk of overlooking vital tasks and eases the stress of cramming.

6. LEARN TO SAY "NO"

College is a time to explore new opportunities that can lead to burnout and hinder academic progress. Deciding on certain social events or extracurriculars is okay if it means preserving your well-being and focusing on your primary objectives.

7. ESTABLISH A ROUTINE

Set specific times for study, meals, exercise, and relaxation. A consistent routine reduces decision fatigue and ensures that important tasks don't fall through the cracks.

8. UTILIZE CAMPUS RESOURCES

Most colleges and universities offer many resources to help students manage their time. Be bold about reaching out. These resources exist to help you succeed.