TOP 10
TIME MANAGMENT TIPS

1. Create and use a weekly schedule

A weekly schedule allows you to see what you have to do and when you have to do it during the week.

2. Create a routine

Developing a routine will help you keep you motivated and focused on your daily tasks.

3. Write down important dates for exams, assignments, and other projects

These reminders can help you to submit your work on time!

4. Make sure you take a BREAK!

Studies show taking 5 minute breaks between tasks increases concentration levels. So go ahead and get snack, go for a walk, or connect with a friend!

5. Eliminate distractions

Put your phone on silent, find a quiet place to complete your coursework, or download a app that locks you out of your social media for a set period of time.

TOP 10
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6. Break up a large task into smaller pieces

Don't get overwhelmed with completing a major project. An "assignment calculator" can help you break down all the steps you will need to follow in order to complete your work on time.

7. Prioritize your tasks

Do the most important things first!

8. Avoid procastinating

Getting started is half the battle. Create daily to-do lists for yourself. Don't worry if you don't completele everything.

9. Review and Evaluate

Review your weekly schedules and how your previous semester went. Rework your schedule so that you are not overloaded and can meet your goals at a realistic pace.

10. Visit the Learning Centre

Make an appointment to see a L.C. tutor! Tutors can support you to create your own weekly study schedule or provide you with other resources to help you better manage your time.

LEARNING CENTRE
Columbia College