

# Time Management

Managing time effectively can help you become more organized in your academic and social life. By keeping track of your time, you will have a more responsible approach towards your activities. The purpose of time management is not only to be a good student, but also to have a life! It is as much a stress management tool as an organizer.

Remember that time management is flexible and adaptable. Your time management schedule should be adjusted according to your weekly or monthly work load, social activities, meetings, and exercise plans.

## Steps for Creating a Weekly Time Management Schedule

### 1. Fill in the following things on your weekly schedule in pencil:

- All classes
- A half hour to one hour for lunch and dinner
- Jobs
- Athletic practices
- Regularly scheduled meetings (such as clubs)
- Language labs
- Peer Tutor or Peer Mentor meetings

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
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4:00							
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