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CENTER FOR STUDENT SUCCESS

TIME MANAGEMENT TIPS

01 Make daily and/or weekly "to-do" lists.



02 Use a calander, planner, or a dedicated notebook for tasks and assignments.



03 Determine when you are most productive during the day and ensure you have an appropriate sleep schedule.



04 Reward yourself when you complete something!



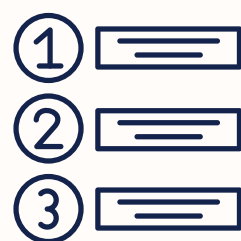
05 SCHEDULE "ME" TIME!



06 Mark all of your classes, assignments, and due dates from your syllabus and create your schedule around them.



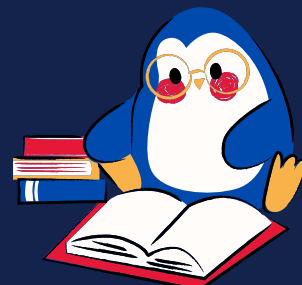
07 Prioritize and schedule everything you have to do.



08 Try to set aside time each day for school work and studying.



09 Find a studying spot or studying environment that works best for YOU.



10 Make or join a study group or seek out the tutoring center for additional academic support!

