

# TIME MANAGEMENT

»»» for college students «««



## PRIORITIZE

### WHAT'S MOST IMPORTANT?

- What classes are the most challenging and need the most attention during this semester
- What are your grades looking like? If you have a grade that you need to raise, focus more heavily on that one.
- To-do lists
  - Keep them realistic and relatively short for daily to do lists
- Most Important Task (MIT) Methodology
- Eisenhower's Urgent/Important Principle
- Ivy Lee Method
- 1-3-5 Rule
- ABCDE Method
- Eat that Frog Method



**LISTEN TO KC HEALTH & WELLNESS PODCAST EPISODE FOR MORE INFORMATION!**

### WHAT CAN I DO TO BUILD THIS SKILL?

- Identify your time wasters
- Figure out how you would ideally spend your time and work toward that
- Are you a procrastinator?
  - Check out the 2-minute rule
  - Give yourself an earlier deadline
  - Make tasks more appealing
  - Give yourself rewards after completing tasks
- Use timers and alarms to give definite start/end times
- Identify your body's natural highs and lows throughout the day and use them to your advantage
- Start your morning off on the right foot (get dressed, eat breakfast, or make your bed)
- Break tasks down into small parts to make them more manageable
- Learn to delegate
- Find your learning style to effectively study
- Pomodoro technique