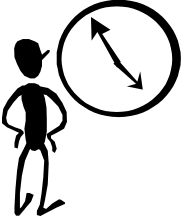


# Managing Time

A stick figure stands to the left of a circular icon containing a double-headed arrow. The figure's right arm is extended towards the icon.

Managing time requires planning. When we do not manage our time...it manages us! You may find the following suggestions helpful:

## 1. Turn Big Jobs into Smaller Ones.

Dividing up a big job into smaller, more manageable steps can help you to accomplish your goal in a timely and thorough manner. Spreading the project over a reasonable period of time will reduce the pressure that comes from letting everything go until the last minute. KEY: Follow and stick to your plan.

## 2. Keep a Weekly Schedule.

Use a calendar to keep track of assignments! Chuck long term assignments into smaller tasks and record them on the calendar to “chip away” at the necessary requirements. Record other commitments and activities planned throughout the week so you can see how to best budget your time.

## 3. Make Lists.

Making a daily list of things to do can help you to prioritize what needs to be done. It also is a way to keep a visual reminder of what needs to be completed that day.

## 4. Plan Time to Study.

Good planning means having everything you need where you need it. Schedule your study time as early in the day as you can, take short breaks, interact with the material you are studying (ask questions, complete graphic organizers), then summarize in your head before ending the session.