Time Management Tips

1. Create a To-Do List. This will help you keep track of what needs to be done.
2. Prioritize. Arrange your To-Do List so that tasks that must be done immediately are at the top and those that can wait until later are at the bottom.
3. Don’t procrastinate. If you put off a task you will feel guilty and will come to dread doing it later, which will leave you feeling stressed.
4. Set personal goals. This will give you something to work towards.
5. Minimize distractions. Go to a quiet place, turn off your phone, close Facebook and focus.
6. Don’t take on too much. If you can’t say no, you will end up taking on too many tasks. This can lead to poor performance, stress and low morale.
7. Take breaks. Your brain needs time to rest and recharge.

Manage Your Time

There are 168 hours in a week. 56 of those hours should be spent sleeping and 40 hours should be spent in class or doing course work. This leaves you with 72 hours per week to do everything else, so it’s important to manage your time well.

Consider your needs and your wants and manage your time accordingly.

Needs:
- Eating
- Personal hygiene
- Sleeping
- School and work
- Cleaning

Wants:
- Time with friends
- Television / video games
- Hobbies
- Sports
- Clubs and leisure activities

Links to Other Resources

Connect with the Learning Centre for more information on time management.

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