I Need Help With... Time Management

Quick Tips

PREPARATION
Start preparing to manage your time well from the day you know your class schedule for the semester. You will then know how much time you will have during each day to devote to other activities such as studying, work, extra activities, sleep and free time. To prepare for the school year sit down with your class schedule, work schedule, and class syllabi and fill out a daily or weekly planner such as the calendar attached to your OU Exchange account, your phone calendar, an agenda, or any type of planning tool that will help you. By looking ahead and planning your time you will know when your projects are due, when your tests are scheduled, and when you will need to be preparing for these.

STUDY TIME
• Set realistic goals as you schedule study time. Do not expect to finish large projects on small breaks between classes.
• Look at your priorities as preparing to study. What is important to finish today? What is due tomorrow? What will take the longest to finish?
• Allow time for flexibility within your schedule for any unexpected circumstances.
• With larger projects, set small deadlines for yourself so you do not get overwhelmed and end up procrastinating.

WORK/EXTRA ACTIVITIES
• Wait to schedule your work hours until you have made your class schedule.
• Be realistic as you create your work schedule and sign up for extra activities.
• As you schedule anything outside of class, make sure you are leaving enough time to complete assignments and study for tests.
• Try to not stretch yourself too thin to the point that you cannot focus academically.
• Remember that outside activities such as student organizations come second to class and studying. If you feel overwhelmed, take a break and focus on school.

HOURS IN A WEEK
• As you start to schedule your weeks and semester, remember that there are only 168 hours in every week.
• If your schedule adds up to greater than 168, you need to think about what the most important aspects of your schedule are. Remember that you are paying tuition for classes!
• Learn to say “no” to activities that you cannot take into your schedule. It is OK!