Time Management Principles

Make Time to Manage Your Time
Time management does not just happen. You need to make time to sit down and plan out all of your tasks, assignments, and priorities.

Balance is Important
You want to ensure that you plan time for things that rejuvenate you, such as social time or important hobbies. Sleep is critical for learning and retaining information, so plan plenty of time for that as well.

Write Everything Down and Prioritize
Make sure that you are scheduling everything you have to do, including when you will do homework, eat, and sleep. Also make daily to-do lists and allot time in your weekly schedule to complete the tasks on that list. Try to have 5-8 items on your list, and prioritize which need to be completed first.

Set Deadlines and Be Specific
Give yourself specific goals and tasks. Don’t just put “write paper,” in your planner for the week. Instead be more specific and put “write pg. 1 on Monday, pg. 2 on Wednesday, and edit/finish on Friday.”

Top Heavy Scheduling
Put more work at the beginning of your schedule (earlier in the day and in the week) and be sure to put your hardest and most important tasks first.
Time Management Strategies

First Things First

Think of everything you have to do and make sure to plan your non-negotiable responsibilities (class, work, etc.) first, your flexible obligations (homework, social time, etc.) next, and your negotiable tasks (errands, etc.) last. In this example, the blue items were all filled in first, then the orange, and finally, the rest of the items were filled into all of the left over space.

Backwards Planning

Breaking up and creating a timeline for big papers and assignments can be really helpful. Start with the due date and work your way backwards by creating deadlines for major milestones along the way. For example, in this calendar you can see how a student used backwards planning to complete a 10 page research paper. First, the major milestones were written in blue and then small, weekly goals to complete each milestone were written in orange.

For more information, check out our study skills workshops at aae.boisestate.edu/workshops/