Time Management Tips for Students

- **Get plenty of sleep-** Often times students never get a full night's sleep. However, receiving around 8 hours of sleep every night is essential to an efficient and rested mind and allows students to be the most productive.
- **Have a consistent study schedule**- Students are at their most productive when they study in advance rather than cramming as much information as they can the night before a test or an exam. Having a consistent study schedule also allows students to retain more information better and for a longer period of time.
- **Use a calendar**- Using a calendar or an agenda is an effective way to plan ahead. Write down the dates of any tests or exams that may occur in a class or enter them electronically in a phone or computer. It is also important to enter the dates that will be dedicated to studying so it is easier to keep to a regular study schedule.
- **Eliminate distractions**- Getting rid of all distractions, such as cell phones, social media, or even other people, is something that students struggle with when trying to manage time. It is important to only

use those things after the work has been complete as a reward for finishing the task.

- **Focus on completing one task at a time**- It is very important to prioritize tasks when there are multiple things to complete. Deciding which task to complete is up to the student, however it is recommended to complete the most time consuming activities first. Students should set goals for themselves when completing tasks that take a long time to finish.