



TRiO Student Support Services
South Dakota State University
You can go anywhere from here!

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Time Management Tips

- 🕒 Time management is really about **self-discipline**.
- 🕒 **Buy a day planner** and USE IT EVERY DAY!
- 🕒 In order to be an effective time management strategy, **planners must be checked every day or every few days**.
- 🕒 **Make a daily schedule for yourself** and stick to it.
- 🕒 **Estimate how long it will take to complete each of the activities** in your study/daily plan, then double that time in your schedule. It often takes longer to complete a task that you think it will.
- 🕒 **Organize your room**. Get everything organized so that you know where all of your assignments, syllabi, and other important documents are. Once you are organized you don't waste time searching for important information.
- 🕒 Because it is easier to put off large, overwhelming tasks than small ones, **divide major assignments into smaller parts** and work on one part at a time.
- 🕒 **Be realistic**. Don't try to do so many projects that you become overwhelmed.
- 🕒 **Reward yourself** when tasks are completed on time.
- 🕒 **Organize your hours** to include ample time for completing activities, relaxing, eating, and sleeping.
- 🕒 **Use spare time wisely**.
 - ▶ Use short periods of down time between class or before meals as review sessions. Use such opportunities for simple tasks, like reviewing flash cards or working a few math problems.
 - ▶ Break your study time into manageable sections to avoid concentration loss. Focused concentration will improve comprehension of material.

