Knowing how to manage your time is a necessity in order for you to meet the demands of college.

Schedule your time by taking the following steps:

- Create a *Weekly Schedule* by charting the days and hours of your week to include time for courses, study, work, sleep, meals, travel time, and recreational activities.

- Maintain a *Weekly Appointment Book* to include due dates for assignments, tests, study group meetings, appointments, and other activities.

- Keep a daily *To Do List* for each day of the week that prioritizes tasks which must be completed that day. *Check off items as they are completed* — it feels so good to get things done!

Give consideration to the following:

- Try to schedule study time for just after the class meets.

- Do not schedule study time for one subject for too long at one time. After an hour or so, most people find efficiency is reduced. Try to change to a dissimilar subject, e.g., from sociology to mathematics.

Know yourself: Consider how you best learn, the best time of day to schedule certain tasks, and your personal likes and dislikes.

- Do your studying when you are alert and energetic.

- Decide if you are a "night person" or a "day person" and arrange your schedule accordingly, but be honest in your evaluation. Of course you'll be tired if you stay out late every night. Spend a week getting to see which is right for you.

- Do not rationalize that you can study well with many enticing distractions. TV or music in the background may do more harm than good.

- Put your phone on “Do Not Disturb” mode, or at least put it on silent and face down so you aren’t distracted!

When you have developed a realistic, balanced schedule, stick to it:

- Discipline yourself to follow your schedule.

- Avoid allowing yourself to be drawn away from scheduled tasks.

- Remember that developing a new schedule is just creating a new habit. You can change your habits!