



## Time Management Tips – for students by students

As students we are constantly overwhelmed with projects, papers, homework, classes and the life we have outside of school! Here are some tips that can help with managing your time. Enjoy!

- Know your priorities**-Make lists, prioritize by numbering, update daily
- Work time**-When & where do you work best? Morning, evening, library, coffee shop? Go with it
- Be flexible**-Don't let unpredictable things blind sight you, they will happen, fit them in
- Avoid procrastination**-plan early, break down studying/projects daily rather than the day before
- Be organized**-this will help during stressful times-even if it's a folder for each class
- Avoid distractions**-Facebook or friends-they'll still be there later, schedule them in after
- Don't study 24/7**-focus on quality study time, not quantity. Plan breaks & SLEEP ahead of time
- Set boundaries**-During those high stress times inform friends/family/work that you will need space
- Reward yourself & enjoy the small victories**-Whether finishing a chapter or an exam-treat yourself

Use this table to help organize your priorities into the different quadrants

	Urgent	Not Urgent
Important		
Not Important		

Peer Support Centre | 2-707 SUB | (780) 492-4357 | M-F 9-8pm

FREE • SAFE • CONFIDENTIAL