

Time Management for Students

Make time to balance your school, work and personal time to help your mental well-being!

Make a Priority List

List all your tasks and determine the time it takes to complete each one. Then decide where each fits on your priority list. Consider asking yourself these guiding questions to help prioritize:

- Does this task affect other tasks?
- Does this task have a hard deadline?
- Does this task affect other people?
- Does this task require a lot of time to complete?

Commit to “Focus Time”

After determining your priority list, schedule time in your day to focus on completing those tasks. The focus time can be used to start and finish tasks or contribute to in-progress tasks.

- Three hours to study
- One hour to clean your bedroom
- Two hours to work on your first draft of a paper
- 30 minutes to clean the dishes

Create Self-Care Time

Make time in your day for self-care to avoid burnout. This can be as simple as a 30-minute-or-less activity, like:

- 10 minutes of meditating
- 5 minutes of journaling your feelings
- 30 minutes of exercising
- 15 minutes of drawing

Be Flexible

Things don't always go the way we plan. It's great to think of alternatives and where you can be flexible. Ask yourself:

- Can this task wait till tomorrow?
- Will another task fit in with your new schedule?
- Do you need a break from tasks today?
- Do you need to ask for help from others?

