College Life and Time Management
by Shanna-Shaye Forbes
University of California-Berkeley

Find out how you work. As an undergrad I discovered that when I had a lot to do and I really wasn't particularly in a working mood I'd start with homework in a class where I really liked the material or where I wasn't having a lot of trouble with the material. Then after I finished that homework... I'd likely be in more of a working mood that I was before and then I'd start in on the other homework assignment.

1. Remember why you are in school. You are there to get an education and prepare for your future.
2. Don't be afraid or ashamed to ask for help. There is no shame if you have to go to office hours or tutoring if that's what is necessary to make the grade you want.
3. Time management is very important and it is something we all struggle with from time to time.

The bullet points below (1-7) were taken from an article Simple Stems to master your use of time by Tara Kutner, PhD.

1. Use a calendar to keep track of your days[You can buy a planner, use a Google calendar, print out a fancy calendar, or use pencil and paper for your calendar/planner—identify what works for you]
   a. Make choices about how to use your time
   b. If you are not sure where to start, start with scheduling something to do every 15-30 minutes and sticking to it and then increase the granularity as time progresses. Put your classes on your calendar.
2. Make a to-do list (multiple if necessary) – school, friends/family, etc.
   a. Break big tasks into smaller parts. This reduces the likely hood of you saying oh my gosh I can't do all this, feel overwhelmed and start procrastinating
3. Prioritize your tasks.
   a. If necessary because you are pressed for time decided what is the most important thing.
      i. Do you have a paper or project that's worth 20-30% of a grade in one class due at the same time as a time consuming homework assignment? If you have time to do the homework later and if you're allowed to drop a homework grade or if you have slack days consider using them and focusing on your project
      ii. If that's not an option, spend more time on the project since it has a bigger impact and do your best to finish the homework as well.
4. Try to set deadlines for yourself.
5. If you can, try to build in a little wiggle room into your schedule.
   a. You may end up with a cold and have to stay in bed
   b. You may get food poisoning
   c. You may need a small break to watch a movie, spend time with your friends, call home to let your family know that all is well, etc.
6. Learn the value of Saying NO.(A good friend also told me this)
7. If you commute to school on public transit consider using the transit time to get a little reading done(15-20 minutes here or there is 15-20 minutes less you'll need to spend reading later.)
8. If you find that you are bored, consider reviewing the notes for the call you're having the most difficulty with.
9. Treat looking for internships, the grad school application process and test prep for the process as another class.
   a. Figure out what the deadlines are, what you'll need to know etc., and put it on your calendar.
10. Always remember that everyone has waves of business
    a. Your parents manage it – so you can too
11. Consider keeping a pick me up word document or folder on your computer for when you are feeling overwhelmed.

    a. It will help to remind of time times in the past when you've successfully handled stressful situations
12. Try to eat balanced meals, try to get enough sleep, and try to get exercise. Try to see your friends and family every now and then. Even if you have to meet your friends at the library, not talk to each other and do completely different homework or study for different tests.(It will help you feel less alone and you may actually start looking forward to doing homework because you'll get to see your friends)
13. Identify your time sinks and try to limit them
    a. As an example: If I'm bored I'll read the news on CNN.com, check Facebook, or I'll catch up on a show on Hulu.com. When you have upcoming deadlines consider limiting your use. There is a Firefox add-on called Leechblock you can use to limit the times when you can access certain web pages.

Other references:
Productivity tips, tricks and hacks for academics http://matt.might.net/articles/productivity-tips-hints-hacks-tricks-for-grad-students-academics/

Google: Time Management
Google: Weekly Calendar Templates