

HOW TO PRACTICE GOOD TIME MANAGEMENT

FIND AN ORGANIZATIONAL TOOL

- Use a tool you prefer to organize your time: online calendars (Google calendars, Microsoft Outlook, Apple Calendars), planners, etc.

WRITE DOWN MAJOR DEADLINES

- Major university deadlines can be found on the [Virginia Tech Academic Calendar](#) including:
 - Deadlines to add and drop courses
 - Course request dates
 - University breaks, holidays, and Reading day
 - Exam rescheduling deadline
 - Last day to withdraw from a course
- It is important to also write down major deadlines for the courses you are enrolled in, these include midterm and final exams, papers, presentations, and other course assignments.

ATTEND CLASS AND LECTURE

- In-Person and Online: Synchronous Courses**
 - In-Person and Online: Synchronous courses have specific day and time meetings. You should place these on your schedule and attend them.
- Hybrid Courses**
 - Hybrid courses may have specific day and time meetings. You should place these on your schedule and attend them.
 - It is recommend that you schedule a consistent time to complete any asynchronous components of these courses.
- Online: Asynchronous**
 - Online: Asynchronous courses do not have specific day and time meetings. Work for these courses can be completed during any day and time, however you will still have deadlines.
 - It is recommended that you schedule consistent times to complete coursework for your asynchronous courses. They should be treated like any other course.

SCHEDULE STUDY TIME

- Make sure you work outside of lecture for the appropriate amount of time every week for your courses. You can use this time to study, complete and take notes on readings, complete practice problems, attend office hours, and attend tutoring.
 - **Calculate and Schedule Appropriate Study Time**
 - For every 1 credit hour of lecture in a course you should be working outside of lecture for at least 2-3 hours.
 - *Example #1:* MATH 1225 Lecture (4 credit hours) + Study Time (4x3 = 12 study hours) = 16 total hours per week should be scheduled for MATH 1225.
 - *Example: #2:* HIST 1115 Lecture (3 credit hours) + Study Time (3x2 = 6 study hours) = 9 total hours per week should be scheduled for HIST 1115.

SCHEDULING OTHER ACTIVITIES

- Sleep is important. You should sleep between 7 to 9 hours every night. Create a consistent sleep schedule with regular times to wake up and go to bed.
- Free time should be scheduled after you have included class, appropriate study time, sleep, meals, and time for personal hygiene on your schedule.

ADDITIONAL TIME MANAGEMENT RESOURCES

- [General Engineering Success Skills Time Management video](#)
- Student Success Center**
 - [Seminar Series on Academic Success](#)
 - [Peer Academic Coaching](#)
 - [Student Success Center \(SSC\) Academic Coaching](#)