

Tips for Time Management

1. Understand how you are using your time
 - a. Complete this [assessment](#)
 - b. Note this assessment recommends two hours spend studying for every hour spent in class; but engineering recommends **three hours** for every hour spent in class
 - c. If the hours remaining do not meet or exceed 3 times your hours in class, you should reduce the hours spent on the following to add more hours for studying:
 - i. Co-curricular activities (clubs, design teams, etc.)
 - ii. Work
 - iii. Extracurricular activities (going out, watching TV, etc.)
2. Create a semester schedule
 - a. Use your class syllabuses to find the exam dates and due dates for all assignments
 - b. Use an on-line calendar or a printed academic planner to list all of the dates/deadlines for all classes
3. Create a daily schedule for an entire week (Sunday – Saturday)
 - a. This schedule should start with when you wake up and when you go to bed each day. It's best to wake up at the same time every day.
 - b. Place all known activities in the schedule (class, co-curricular activities, extra-curricular activities, work, eating, sleep)
 - c. Fill in remaining hours with study time for each course following the 3 hours per in class hours rule – do not focus on one particular subject for more than 90 minutes or less than 20 minutes.
 - i. It is most helpful to include study time for a course before and after a course on the day of the week you will be in that class – before the class you can review the material being taught so you will be able to ask questions, and afterwards you can review your class notes and make additional connections
 - d. Slight modifications may be needed to be made from week to week, but this is a fairly set schedule that will get you into a routine and help you feel more in control of your time.
 - i. Pro-tip: if you do reschedule study time for some event, that's OK. Just send yourself an email stating when you're going to make that time up, and don't open the email until you've actually done it.
 - e. Leave some unscheduled time for flexibility
4. Review your weekly schedule each Sunday and keep track of your progress each day
5. Make modifications as necessary