Make a weekly schedule and stick to it!
A weekly schedule will help you stay on track and remind you what you need to be doing when. It should also give you a visual representation of what your priorities are. If earning good grades is your #1 priority than your weekly schedule should reflect this.

Block off time for academics
List out everything that you are committed to doing each week and how much time you’ll need for each activity. Some activities will be easier to block off (like classes or work hours that are predetermined), but for other academic tasks (like time for readings) you will need to ask yourself how much time you will really need per week.

Use a time management matrix
If you don’t know where to start, list out your outstanding tasks and label them as: “urgent” or “not urgent”, and “important” or “not important”. Start with tasks that are urgent and important, then the important but not urgent tasks, then the not important but urgent tasks, and then lastly the not urgent and not important tasks.

Be realistic
As a starting point, you will need 1 hour outside of class for every 1 hour you’re in class. So, if you have 3 hours of ECON1000 lecture with discussion group, it means that you’ll block off 3 hours per week to do ECON readings and prep for midterms, etc. Remember that once you have the time blocked off to use it; and if you don’t need the full 3 hours...

Just get started!
Putting off doing an unpleasant tasks will only delay the bad feelings for a little while and may lead to more stress in the long run. Do your best to follow through with all of your plans; and if you’re really dreading something, commit to doing just 10 minutes. That way you’ll have at least started, and who knows, you might find the motivation to keep going!
Recognize procrastination
Do you ever find yourself cleaning the kitchen when you should really be starting to research for a paper that’s due in 2 weeks? If so, you’re not alone. Most students are still productive while procrastinating. Also be aware of how little tasks (like Twitter, Facebook, etc) can really add up – if you spend 5 minutes, 7 times a day; that adds up to over

Add a little incentive into each day
Be sure that you work in things that you enjoy doing for yourself that are not school related. Whether it’s lunch with friends, an hour at the gym, or time to catch up on your favourite show, giving yourself time to enjoy is important in finding balance.

Break it down
It always seems that midterms and assignments always seem to be due in the same few weeks throughout the term. So, be proactive and save yourself the stress of feeling overwhelmed – start planning 2 weeks out from every due date or test date and work backwards to mark out when you’re going to work on each upcoming task.

Be flexible
Even the best planned schedule may need to change once in a while; so it’s important to be able to navigate through the unexpected. Know that the bus may run late, you may get sick, or a class may be cancelled – so be prepared to cope with changes to your schedule too. When this happens, be resourceful and do the best you can do today.

Ask an expert!
Creating a schedule on your own can be daunting, especially if it’s your first time; you can get help from a study skills specialist in Learning Support Services (LSS – 4th floor Library). In your appointment you’ll receive personalized advice and coaching in how to manage your time effectively.