

MAKING BETTER USE OF YOUR TIME

LONG TERM PLANNING

- Read all your syllabi carefully
- Mark down any exams or major due dates, as well as major personal events
- Notice which weeks look especially busy
- Set mini due dates for papers or projects that are due later in the semester
- Pay attention to attendance policies and go to class.

EXAMINE YOUR WEEK

- Mark down the “constants” of your week. Consider classes, meetings, work, exercise, meals, practice, commute time, and any other regular events.
 - Consider: time of day when you are alert, blocks of time that you want to use better, days when you’re busiest, etc.
 - Make a game plan of specific changes you want to try to make better use of your time..
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PLANNING AND ORGANIZING

- Find a tool that works for you: a paper planner, an online system, a large wall calendar, a to-do list that you'll actually look at.
- Have a regular weekly 'reality check' where you look ahead at all your obligations and due dates for the upcoming week, and set mini-due dates or goals.
- Be realistic about how much you can accomplish in one sitting.
- Consider keeping your studying time and place consistent each week if that will help keep you organized.
- Make sure you build in consistent time to check your La Salle email and Canvas and check due dates and resources in Canvas.

PROCRASTINATION

- How? What do you do instead of doing work?
- Why? Are you avoiding due to boredom, frustration...
- Make specific goals that reflect how and why you tend to procrastinate. Consider your location, for example, if you tend to get distracted by your surroundings.
- Reward yourself, but make sure the rewards reflect the effort made.
- Let people know what your goals are and have them encourage you to stick to your plan.

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