

MANAGING YOUR TIME IN COLLEGE



BEING A COLLEGE STUDENT IS A FULL-TIME JOB, BUT WITH SOME CAREFUL PLANNING, YOU CAN MAKE ENOUGH TIME FOR ALL THE CLUBS, ACTIVITIES AND SOCIAL LIFE THAT ARE A PART OF COLLEGE – AND EVEN GET SOME SLEEP.

HERE ARE A FEW TIPS TO HELP YOU BUILD A STRONG SCHEDULE:

- FIRST, BUDGET ENOUGH TIME FOR YOUR ACADEMIC WORK: A FULL-TIME STUDENT NEEDS 25+ HOURS A WEEK FOR HOMEWORK, READINGS, ESSAYS, STUDYING, GOING TO OFFICE HOURS, ETC.
- TREAT YOUR ACADEMIC WORK LIKE A 9-5 JOB: DO AS MUCH AS POSSIBLE DURING DAYTIME HOURS, BEFORE AND AFTER CLASSES.
- EVEN IF YOU DON'T HAVE MORNING CLASSES, GET STARTED EARLY EVERY DAY.
- GIVE YOURSELF A "STOP" TIME IN THE EVENING. DON'T PULL ALL-NIGHTERS!
- REMEMBER TO SCHEDULE TIME FOR CLUBS, MEETINGS, EXERCISE, MEALS, FRIENDS, AND DOWN-TIME.
- MAKE STRATEGIC USE OF THE WEEKEND: WORKING A FEW HOURS ON FRIDAY OR SATURDAY MEANS YOU DON'T NEED TO SPEND ALL DAY SUNDAY IN THE LIBRARY.
- EACH WEEKEND, REVIEW WHAT YOU HAVE TO DO THAT WEEK AND MAKE A PLAN FOR WHEN TO GET IT DONE.
- MAKE AN APPOINTMENT WITH A STUDY MENTOR TO DESIGN A STRONG WEEKLY SCHEDULE:



STUDENT SUCCESS TIPS FROM THE
CENTER FOR TEACHING AND LEARNING
HOBART & WILLIAM SMITH COLLEGES



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