**As a college student** who juggles academic, work, social, extracurricular, and personal demands, time can be your friend or your enemy, depending on how skilled you are at managing it. By developing good time management skills during college, you can learn how to juggle all of your demands while still having a life!

**How can you possibly get everything done?** Everyone has a time management technique that works best for them. Try some of these tips to see what works best for you!

* **Short-Term Planning:**

Making “To-Do Priority” lists – Listing tasks for the day/week in order of importance.

Setting goals for yourself each day – What do you want to accomplish today?

Setting weekly goals for yourself & planning for the upcoming week by using a weekly/daily calendar.

* **Long-Term Planning:**
* Preparing and using a monthly calendar.
* Regularly reviewing class notes even when a test is not imminent.
* Doing larger assignments in advance (instead of the night before).
* **Feeling In-Control of One’s Time:**
* Being able to say “no” to activities that interfere with schoolwork (or other commitments).

Being efficient with your time by creating a “weekly study schedule” – or planning your study time around

other commitments.

* By allotting yourself a certain amount of time for studying, your time spent will be more focused and fruitful.