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Academic Success Center  
SAM HOUSTON STATE UNIVERSITY  
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

## HOW TO MANAGE YOUR TIME

### *Tips*

Keep a semester calendar or planner with your major events written down in it. Start with your course syllabi: Enter all major test, quizzes, papers, projects, and social events. Go a step farther and input a 1-2 weeks proactive study/prep time before the major events. Keep a weekly calendar: Include class time, work, extracurriculars, grocery shopping, laundry, sleep etc. Be mindful how long activities and events will take.

Start Homework as soon as it's given. Space out big projects-start them weeks ahead of time. Work on them for an hour or 30 minutes at a time. Give yourself time to apply the homework strategies & absorb material. Instead of rushing to complete right before deadline or all together not doing the homework.

Prioritize needs & wants: You've got to know yourself, and understand when to stay focused or indulge.

### *Free time isn't FREE*

Learn that free time during your "working hours" (dedicated time you will spend working toward your academic/professional goals). Ex: you have a 2 hour break between classes, utilize that break to study, get tutoring, attend office hours etc. Rather than taking a nap or watching Netflix. Have strong boundaries.

### *Resources and Tools*

Time management devices include: Physical planners and calendars, Outlook calendar app, timers

Instructors: Learning Coaches at the ASC, peer mentors

**Want more? Visit the Academic Success Center at the Newton Gresham Library, 2nd floor, to see our Learning Coaches for hands on application techniques and strategies!**

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## WEEKLY SCHEDULE

- 1) Block out time for obligations (i.e. work, class, etc.)
  - 2) Look at the spaces left to fill in time for priorities (i.e studying/homework)
  - 3) Don't forget to account for extracurriculars (studying breaks, cooking dinner, time with friends, etc)
- Tip: Keep in mind how much time each of the activities/events/tasks will take!

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