

Balancing college and life demands can be challenging, even for those with strong time-management skills.

“Time off” really means “time-on” to complete assignments, work ahead on long-term projects, or manage personal responsibilities.

Reduce stress, manage your time, and find success by using these tools:

Planner (calendar, phone, on-line tool...it’s your choice.)

Course syllabi and college calendar [swic.edu/students/academic-resources/calendar/](http://swic.edu/students/academic-resources/calendar/)

Time Management Grid

Use the SWIC College Calendar to **fill in important dates** (final exams, holidays, etc.) in a **planner** and the course syllabi from each class to:

1. **Add all assignments and due dates** for the semester in your planner. You may benefit from color-coding assignment due dates and reminders. **Work backward from the due-date and schedule time to work each day.**
  - If you have a major test or paper due by mid-term, schedule tasks in the weeks before and set reminders.
  - In the first week, start memorizing for tests or begin reading or research for paper.
2. Add name, email, and cell number of **each instructor** and **at least 2 classmates** from each class to contact in case of absence or for clarification of assignments.



## Fill in a **Time Management Grid**

Add each class on the day and time it meets

Hours of employment

Commute times

Meals

Routine commitments and responsibilities.

**Schedule 2-3 hours of study OUTSIDE of class for each hour IN CLASS.** Schedule 30-45 minute study-sessions followed by 15 minute breaks. For example, a 75-page reading assignment is easier to manage when divided into three shorter reading sessions.

**For example, if your English class is a 3 hour class, plan to spend 6-9 hours OUTSIDE of class each week completing English assignments. If your math course is a 5 hour class, plan to spend 10-15 hours of study each week.**

This may need to be updated on a weekly basis depending on your needs.

**For additional assistance with scheduling and time management, meet with a Success Center Learning Specialist or tutor.**

Sources:

Brown, Peter C., Roediger, Mark A., & McDaniel Henry L. *Make it Stick: The Science of Successful Learning*. Cambridge: The Belknap Press of Harvard University Press, 2014.

Image of student planner. [www.pinterest.com/explore/passion-planner/?lp=true](http://www.pinterest.com/explore/passion-planner/?lp=true). Accessed 26 Jun 2017.

Shushan, Jamie. *The Pocket Guide to College Success*. Bedford/St. Martin’s, 2014.