

Time Management Tips

- **Create a schedule**, (study times, exercise or downtime, social time, etc.)
- **Make to-do list** for each class, determine how much time you think each task will take, put it in your weekly schedule. Check it daily, hold yourself accountable, reward yourself when you successfully complete your tasks, and make adjustments for those that were not completed (break it into smaller tasks, etc.)
- **Establish a study space** that is free of distractions, organized and has all necessary supplies needed to engage in online learning and to study.
- **Track your progress**; always know how you are performing in relation to your goals. This way you know if you are meeting your goals, or not, and can make changes accordingly.
- **Eliminate Distractions**: Be aware of your temptations and create space where those temptations are minimized, e.g., put your phone in another room or use an app to put it in study mode. Avoid web surfing and going down unproductive rabbit holes. Use Pomodoro Method to increase productivity and focus.
- **Pomodoro Method**: Break your workday into 25-minute chunks separated by a 5 minute break or whichever time interval works best for you. These intervals are referred to as Pomodoros. After about 4 Pomodoros, take a longer break of 15 to 20 minutes.
- **Chunk your assignments** into smaller more manageable pieces, e.g., if have paper to do, write one section, paragraph or talking point at time. Focus on doing a couple of math problems in a 45 minutes period then take a 5-minute break and come back and work on another set of problems or on another subject. This will increase your success at completing the bigger task.
- **Figure out how you learn best**, consider what time of day you are most productive, use active learning strategies (<https://www.learningscientists.org/downloadable-materials>) to get the most out of your studying.
- **Don't Multitask**. Multitasking decreases productivity. Focus on one assignment at a time

Resources:

- Weekly Planner
 - <https://www.juniata.edu/academics/quest/academic-resources/media/Weekly%20Schedule.pdf>
 - Assignment Planner (create a to-do list by class)
 - <https://www.juniata.edu/academics/quest/academic-resources/media/Assignment%20Planner.pdf>
 - QUEST Skills Development Website: Scroll Down for Time Management, Getting the Most out of your Notes and Exam Prep Resources
 - <https://www.juniata.edu/academics/quest/academic-resources/skills-development.php>
- Stress Management (from Juniata Counseling Webpage)
<https://www.juniata.edu/offices/counseling/stress-management.php>