

Planning Guide

A Guide to Tackling Time Management

1) Identify Available Time

Use the “Time Log” to block off times each day you’re busy (in class, at work, club meetings, etc.) and to identify times you have available. It is these available time chunks where you can plan study time, gym time, and other tasks. Don’t forget to plan for meal times and some self-care!

2) Prioritize Tasks

Balancing school with other tasks can feel overwhelming, and sometimes it’s hard to know where to even start. Prioritize your tasks to help you identify what needs done first and what can wait using one of the handouts below:

- Covey Prioritization Matrix
- How to Prioritize Commitments
- Urgency Index

3) Plan it Out

Use one (or more) of the calendar handouts below or your own planner or calendar to identify what days and time frames you will complete the tasks identified in steps 1 and 2. We recommend keeping a semester calendar and a weekly calendar.

- **Semester Calendar:** Identify due dates and exams through the semester. Know this can change, but it will help you see the bigger picture and identify heavy weeks so you can plan better!
- **Weekly Calendar:** Identify all due dates for the week and when you will complete tasks that need to be completed for each class, as well as for any outside activities you are involved in.
- **Weekly To-Do List:** On the left hand side, list each class and what you need to do for that class for the week. Then, on the right hand side, plan what you will do each day. See our “Weekly To-Do List” video tutorial to see an Academic Coach walk through this.



Tips:

- **Be Real with Yourself**– Not a morning person? Don’t write on your Time Log you are going to get up every day at 6:00am.
- **Trial & Error** – Your first time using the calendars might not go as planned. Allow yourself to make adjustment!
- **Get Creative** – Don’t like having your calendar on a piece of paper? Develop your own bullet journal, use your calendar on your phone, or put up a whiteboard in your room.
- **COMMIT** – After making initial adjustments, try to stick with your time log and calendars/planner. It may take some time to develop your routine, but allow yourself to be successful.

All handouts and videos mentioned can be found on the Academic Coaching Resources [LearnMoodle](#) website under “Time Management & Organization.”