

Tip Sheet



Time Management

- **Invest in a good day timer and time management software:** Record important assignment and exam dates, class times and room numbers in a day timer or smart phone at the beginning of the term. Ascertain that your calendar has monthly and weekly overviews to allow for both short-term and long-term planning. Time Management software such as *Google Calendar* makes it handy as do I-PAd applications such as *Things for I-Pad*, *Agendus* and *Toodledo*.
- **Set both short-term and annual long-term goals:** Breaking long-term goals into short term goals, makes goal achievement highly likely and less overwhelming
- **Determine the resources you will need to reach your goals and how you will evaluate that you have achieved your goals:** If tutoring is something that will be required as a resource, ensure to get started early, prior to the commencement of classes. Set concrete, goals that you can easily measure.
- **Regularly review/revise your goals and monitor your progress:** Keep your schedule flexible to accommodate unexpected surprises, delays and events and review weekly.
- **Be generous with time:** Build in a three-day buffer into your task list to ensure likelihood of goal accomplishment with minimal stress.
- **Plan leisure time into your schedule:** Effective time management maintains work-life balance, and permits you to accomplish both academic and non-academic tasks in an energized manner.
- **Multitask:** Combine low-level activities with high-level activities. Low level activities could include filing/archiving previous days' lecture notes during breaks from working on a high-level activity such as writing an essay or putting together a research proposal. Low level activities require less intense concentration than high level activities but permit you to accomplish those tasks that can seem mundane.
- **Use "To Do" Lists or Running Task Lists with Proposed Deadline Dates:** Keeping a running task list in a bedside or desk-side journal will inventory your goals, and allow for short-term and long-term planning without the added pressure of immediate completion.
- **Identify your procrastination habits and develop a Method to Reduce the Procrastination:** To identify your procrastination habits, consider enrolling in *SOAR's* online workshop, *"Beating the Procrastination Demons."*
- **Don't take on more than you can manage:** "IF I don't have any distractions, I'll easily get this done." Don't plan your work based on "ifs" such as this one. Ensure to take into consideration,



that you may not be feeling well on a particular day, or may have an unexpected emergency. Allows allot more time than you would normally use, to ensure that you don't over-plan your activities.

- Deal with the future unknown in your schedule by valuing the “here and now”:** Life never gives you all of the answers you need when you need them. While you are waiting for an essay or test to be returned, don't worry about the outcome or this will distract you from your present tasks and impair both your concentration and productivity. Having back-up plans is safe, but sometimes, taking it one day at a time is all you can really do since answers don't always present themselves at the time that we want them.



Internet Resources

Assignment Calculator, University of Toronto, Scarborough
<http://webapps-new.utsc.utoronto.ca/assignmentcal/index.php>

Mind Tools
http://www.mindtools.com/pages/main/newMN_HTE.htm

Time Management Guide.com
<http://www.time-management-guide.com/>

Academic Success Centre, University of Toronto
<http://www.asc.utoronto.ca/Publications/Time-Management.htm>

Virginia Tech
<http://www.ucc.vt.edu/lynch/TMQuiz.htm>

Education Index: Guide to Time Management for graduate students
<http://www.educationindex.net/educationarticles/graduateschooltips/survivinggradschool/managingtimemanagementgradtips.html>

Dartmouth Time Management Video Collection
http://www.dartmouth.edu/~acskills/videos/video_tm.html



For Further Information:

If you have any questions, or would like more information, please contact your Disability Advisor at the AccessABILITY Resource Center. Consider exploring time management further with the SOAR (Strategic Outcomes for Academic pRogress) online, learning strategies program.

To obtain this document in alternate formats (electronic, Braille, large print) please email access.utm@utoronto.ca or call 905-569-4699.

