

Three Time Management Tips to Improve Your Productivity

Your commitments change but the amount of time you have doesn't. Here are three quick tips to get you started on effectively managing your time.

1. Prioritize your tasks

You have a lot of things to do, but are they all priorities? Prioritizing your tasks based on importance and urgency helps you determine a logical order to tackle them.

Importance: Will you face consequences if you don't complete the task? If you do (e.g., your grade will drop by 15%, your friendship quality will decrease), the task is important. Tasks are important if they directly impact our academic, professional, and personal goals.

Urgency: Is there a deadline for the task or does it require your immediate attention? If so, your task is urgent.

Once you have determined the level of importance and urgency of your tasks, complete them in this priority order. However, don't worry about how much time it takes you to finish as long as you complete everything by the due dates!

Level	Type	Examples
1	Important and urgent	30% essay due in 4 days
2	Important and not urgent	Exploring career pathways
3	Not important and urgent	Responding to an invitation you don't care about
4	Not important and not urgent	Surfing the internet to pass the time

2. Break down larger tasks into smaller and more manageable ones

Identify the stages it takes to complete your larger tasks. Even if your Professor doesn't explicitly tell you, there are many steps to producing an A grade assignment. Breaking down larger tasks into chunks can improve the quality of your work and decrease your stress level. Identifying the steps it takes to accomplish your tasks helps you to budget your time and effort.

For example, writing an essay doesn't just involve writing. It also requires research, creating an outline, writing drafts, getting feedback, and making revisions. You can set personalized due dates for each of these steps.

3. Plan out your tasks with action words

You know you're going to study, but what are you *really* doing? Use specific actions words when you plan your tasks. Accomplish specific goals in your study time instead of working on vague ideas. This strategy will increase your efficiency and productivity.

Vague idea	Specific goal
Study for ENG110	Go to Office Hours to discuss narrator reliability in <i>Frankenstein</i>
Practice for PSY100 test	Re-read Ch. 5 summary notes and complete all the end of chapter questions Create 4 short answer questions based on Ch. 5 lecture and answer them

More resources for time management

Do you want to discuss your study plans and time management? Book an appointment with a Faculty member or Instructor: <http://www.utm.utoronto.ca/asc/appointments-undergraduate>.

Check out these resources to get more help and information on time management:

UTM TimeTracker:

<https://www.utm.utoronto.ca/transition/all-students/utm-timetracker>

University of Toronto Scarborough Assignment Calculator:

<https://ctl.utsc.utoronto.ca/assignmentcal/index.php>

Looking for more learning strategies? Visit us at: <http://www.utm.utoronto.ca/asc/>.