TIME
MANAGEMENT

FOR BUSY STUDENTS

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COLLEGE

Balancing classes, assignments, work, and personal life can feel overwhelming - but good time management can make it much easier. Here are practical tips to help you stay on track and make the most of your time:

Plan Your Week

- Use a planner, calendar, or digital app to schedule classes, assignments, and deadlines.
- Break big tasks into smaller, manageable steps.

Prioritize Tasks

- Focus on high-impact tasks first (deadlines, exams, major projects).
- Use the "urgent vs. important" approach to avoid wasting time on less critical tasks.

Set Goals

- Write daily or weekly goals to keep yourself motivated.
- Make goals specific, measurable, and achievable.

Create A Routine

- Study at consistent times each day to build habits.
- Include breaks to prevent burnout (try 15–30 minute study blocks with short pauses).

Avoid Multitasking

- Focus on one task at a time for better concentration and efficiency.
- Turn off notifications while studying to minimize distractions.

Review & Reflect

- At the end of the week, review what worked and what didn't.
- Adjust your schedule to improve productivity next week.