



Top 10 List for Time Management Strategies

1. Commit to study 3-4 hours/day & stick to it! If needed, build in an accountability partner or meet regularly with AESC academic counselors. Track how much you are studying.
 - Create (1) DAILY/weekly schedule; (2) Semester at a glance; (3) to do lists
2. Get 7-8 hours of sleep/night
3. Get to class every day and be engaged
4. Study during your most awake and efficient times
5. Learn to say *no*
6. Rise early
7. Don't multitask
8. Limit text responding/e-mail checks to 2-3x/day
9. Use "dead time" wisely
10. Take time for self-care, mental health and "down time"