Time Management Tips

In graduate school, making a plan and sticking to it is essential to your success as a student. Use the tips below to help you maximize your time.

1. Make a Calendar for the Semester
   - Enter your internship, class schedule, and personal or family commitments such as vacations, date nights, and soccer games.
   - Input all deadlines for all classes, including quizzes, papers, and presentations.
   - Decide when you will complete each step of the writing process: brainstorming, researching, outlining, drafting, revising, and proofreading.
   - Take a step back and evaluate. Does your schedule look manageable?
   - If you feel that your schedule is unmanageable, consider what you can cut from your calendar or speak with your academic advisor.

2. Designate a Study Space
   - Find where you work most effectively - the library, your desk, a garden, a cafe?
   - Remove all distractions such as Facebook, your cellphone, a chatty friend, or the T.V.
   - Make sure that your designated study space enables you to work uninterrupted.

3. Take Breaks
   - Disengage from work for at least 15 minutes every few hours.
   - Breaks are vital to maintaining your health and reducing the chance of mental burnout.
   - Taking a mental rest can also help you to approach an assignment in a new way if you are feeling stuck.

4. Prioritize your Readings
   - Start with main readings such as textbooks and required articles.
   - Read supplemental readings as you have time.
   - Running short on time? Try speed reading: read the abstract, first paragraph, first sentence of each of the body paragraphs, and the conclusion.

5. Team up with your Peers
   - Take advantage of weekly study sessions led by professors and content tutors.
   - Have writing or study parties if you study well with others.
   - Set goals with your friends and colleagues to help keep your schedule on target.