**Monitor your time**

-- Be aware of how you spend your time
-- 168 hours per week are available to everyone

**Set goals and priorities**

-- Long term
-- Semester
-- Monthly/weekly
-- Daily

**Use written planning calendar or schedule guides**

-- Record all fixed time commitments. Start with class time, work, athletic practices and other regularly scheduled activities.
-- Use syllabi to record all assignments, tests, papers and projects.
-- Record flexible time commitments and continually adjust.
-- Make specific times to study. A rule of thumb is to study two hours for each hour spent in class.
-- Schedule essential activities like sleeping, eating, exercise and personal hygiene. Be realistic.
-- Schedule time for fun! Sometimes a 30 minute block is important for doing absolutely nothing . . . . daydream, listen to your favorite CD, or prop your feet and relax.
-- Allow time for changes or unexpected events.

**Evaluate and assess if your plan is working for you.**

-- Check your motivation level to stay on schedule.
-- Are you spending time on activities which are most important to your priorities?
-- Do you have enough time to pursue leisure activities?
-- Are you leaving big projects and tasks until the last minute?