

# Time Management Guide

You have control over how you use your time!

Some values and long-term goals I have are... \_\_\_\_\_

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Choose how to spend your time to help yourself reach those goals and practice those values.

I'm here at MSU taking these classes because... \_\_\_\_\_

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Use your reasons for doing what you're doing to stay focused and help manage your time better.

To help manage your time, you should:

- 1. Monitor your energy levels and establish a routine based on that pattern.**
- 2. Remind yourself of the consequences when you catch yourself finding reasons to procrastinate.**
- 3. Eliminate distractions. Accomplish your goals in a place meant for working, hide your phone, and set timers for breaks.**
- 4. Connect with someone else in your class to help each other stay on track.**
- 5. Break assignments into manageable pieces and schedule time to work on those pieces.**

Begin by putting all your required activities into your schedule, then block off time for studying/working on assignments, then block off time to relax. This order is key to making sure you do what needs to be done and still have time to relax.

\* A helpful app to check out is "iStudiez."

Now that you've learned some tips for managing your time, be sure to follow your schedule!

**Worksheet developed by Katie Jones, Graduate Assistant, Center for Academic Success and Transition, Missouri State University.**

**Source:** Gardner, J. N. & Barefoot, B. O. (2019). Step by step to college and career success. Boston, MA: Bedford/St. Martin's.