10 Tips for Effective Time Management

Make a plan and follow it.....

Tip 1: Begin by creating goals: both short term and long term.

Tip 2: Read your goals daily.

Tip 3: Make a weekly schedule to complete assignments or task. Be realistic and allow flexibility!

Tip 4: Keep a calendar to record all due dates, study times, and extracurricular commitments.

Tip 5: Clear at least two hours of the day to review goals, study, or monitor progress.

Tip 6: Use all available resources. (i.e. On campus tutors, Richard Wright Center or Retention Services)

Tip 7: Begin projects early.

Tip 8: Do not hesitate to modify plans to achieve better results.

Tip 9: Give yourself Mental Health breaks.

Tip 10: Never get defeated.


Undergraduate Studies

Dr. Robert Blaine, Dean of Undergraduate Studies and CyberLearning