Common Time Management Problems
(and what to do about them)

1. Not Studying Enough
   a. Think of college like a full time job.
   b. Plan to devote 2-3 hours per week per credit to studying.
   c. Study lecture material/readings outside class even if no homework is immediately due.
   d. Plan specific tasks (not amount of time) to accomplish when you study. Don’t quit until those tasks are complete.

2. Too Much Freedom
   a. Recognize that you are now responsible for your own learning and grades.
   b. Set goals for yourself.
   c. Seek help when needed.
   d. Get into a healthy, academic-focused routine.
   e. Remember why you are at college!

3. Being Easily Distracted
   a. Set very short term goals. Reward yourself with the distraction AFTER you complete your goal.
   b. Tell your friends you are trying to stay on track and ask them to help you or not distract you.
   c. Set long term goals and post them somewhere visible to remind yourself why you are in college.

4. Trouble Managing Commitments
   a. Set up a routine that has time built in for all your commitments.
   b. Downsize your commitments if possible.
   c. Prioritize, prioritize, prioritize. Then follow those priorities.
   d. Work less than 20 hours per week.
   e. Say NO to things.

5. Mental Health Issues
   a. Recognize that you might be sleeping through class or not studying because of depression or another mental health issue.
   b. Seek help at Counseling Services (715-836-5521, Old Library 2122).
   c. Talk to people on your support team (parents, friends, professors, advisors).
   d. In a crisis, call the 24-Hour Mental Health and AODA Crisis Line: 888-552-6642.

Need more help?
Stop by the Academic Skills Center (2104 Centennial Hall), call us at 715-836-5844, or send us an email (asc@uwec.edu).