How to Manage Your Time in College: Ideas and Suggestions

There are many effective ways to manage your time. Most important is that you find a system that works for you!! You will know it’s working if you find a way to manage your short-term and long-term commitments and that you study enough.

Manage your day-to-day commitments

- **Use the UWEC (or other) planner** and write down all assignments, tests, and commitments in it. Set a time to review it every single day (when you get up, after your last class, before bed, etc.) to plan ahead for the next day. Also look to the next week to get a heads up on what is coming up in the near future.
- **Use your phone as a planner.** Just like a paper planner, consistently put everything in it and get into the habit of looking ahead and planning the next day/week.
- **Plan ahead for the week.** On Sunday night, look at the week ahead and make plans based on what is due or what you must accomplish. Write these plans in your planner or phone for use during the week.
- **Create daily to-do lists.** Put this list in a visible spot (planner, phone, notebook, desk) and cross items off as you complete them. Don’t put more on your list than you can actually accomplish in one day. You want to set yourself up to cross off every item.
- **Check D2L and your UWEC email daily.**

Manage your long-term commitments

- **Write down everything from your syllabus.** At the beginning of the semester, write every due date and exam on one master planner or calendar. This allows you to see the big picture of your semester and identify what weeks are busier or more challenging. You can then plan ahead and keep abreast of what is coming next.
- **Create a calendar and plan for the month.** Keep a long term view of your due dates and events.
- **Use phone reminders.** Put due dates and other events into your phone at the beginning of the semester and set an alarm to remind you a week in advance. Then set a second alarm to remind you just before the due date or event.
- **Set goals and write them down.** Put these long-term goals in a visible place (wall of your room, computer, refrigerator, etc.) and look at it periodically to help you keep on track.

Study a lot!

- **Make a study plan.** Focus on what you will do to study for each class.
- **Study every day.** Even if nothing is due, spend time actively studying material for each class. If you only study before exams, you will be poorly prepared.
- **Don’t be overconfident.** If you are meeting your goals, keep it up!
- **Study extra before a test, but don’t cram.** You should be doing some studying for each class every week, but increase the time you spend in the week before an exam. An extra hour or two per day for a few days will make a big difference. It will be much more effective than one night’s worth of cramming.
- **Study on campus (or find the perfect place at home).** Find a place where you can focus and eliminate distractions. For many people, it’s hard to get motivated again once you get back to your dorm or home so studying in the library before heading back can really help.