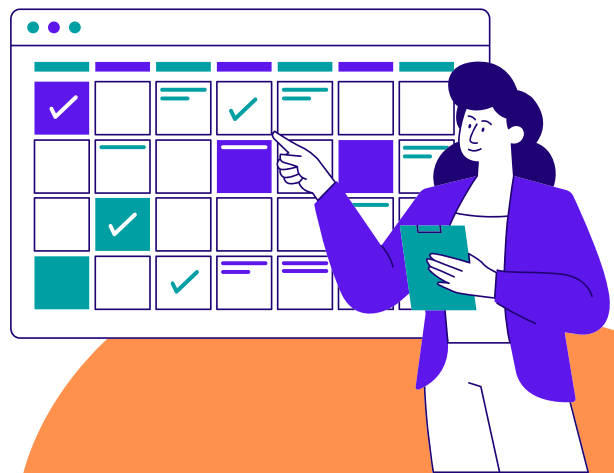# Time Management Tips for College Students

Make a Schedule
- Use a planner or calendar
- Put important dates such as: due dates, exam dates, appointments, personal life events
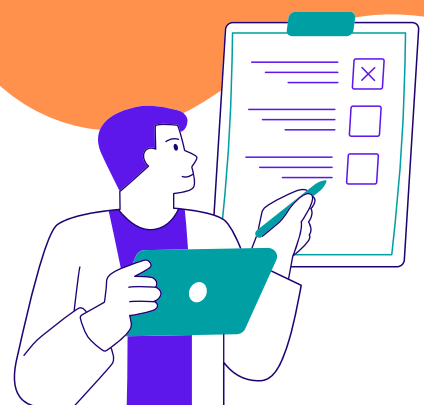- Break up larger tasks and set smaller deadlines

Use To-Do Lists
- Make a daily list and a weekly list
- Separate tasks based on school obligations and personal life
- Can be on paper or digital

Prioritize Important Tasks
- Identify most important tasks
- Choose tasks that require more time or effort and have close deadlines

Give Yourself Breaks & Rest Time
- Add rest breaks into your daily schedule and study routine
- Active rest breaks can have a positive impact on both concentration and health
- Set specific breaks during study time instead of just taking breaks when you are tired

Say No Sometimes
- Find a balance between free time and the amount of time you spend on school
- Turn off your notifications to stay focused while studying