10 Ways to Improve Time Management

1. Use an appointment calendar to keep track of all due dates, meetings and scheduled activities.

2. Make and use to do lists everyday.

3. Set priorities. Categorize to do list tasks into high, medium and low priorities and focus on high priorities first.

4. Divide large tasks into several smaller parts. Focus on a small task to complete one part at a time. This will make a big project feel more manageable.

5. Regularly ask yourself "What is the best use of my time right now?" Do that task.

6. Anticipate deadlines and foreseeable high stress periods (midterms, finals week, deadlines for papers) and plan for extra study hours.

7. Schedule time for breaks. It can be hard to stay focused when you're tired or hungry. Get up and stretch or have a snack. Keep breaks to 10-15 minutes.

8. Make time to take care of yourself. Proper sleep, exercise and nutrition help you stay physically fit and mentally alert.

9. Learn to say No. Commit yourself only to those activities you have time for.

10. Learn to say 'later'. Postpone phone calls, visits from friends, and other interruptions or distractions for breaks or after studying.