

Make a semester calendar.



- Start with the **big picture**.
- Use your syllabi to note the dates of your assignments, prelims, and finals.
- Once you know the relative rhythm of your semester, you can **plan your time accordingly**.
- Find a blank calendar at lsc.cornell.edu.
- Meet with staff at the Learning Strategies Center for more assistance.

Make a weekly calendar.

GMT-04	Sun 9/17	Mon 9/18	Tue 9/19	Wed 9/20	Thu 9/21	Fri 9/22	Sat 9/23
6am							
7am							
8am							
9am		8:40 – 9:55 ASRC 2160		8:40 – 9:55 ASRC 2160			
10am			10:10 – 11:25 BSOC 3441		10:10 – 11:25 BSOC 3441		9:30 – 10:30 Run with Friend
11am	11 – 12p Brunch with Friend	11:15 – 12:05p MATH 1110	11:40 – 1:25p DEA 2730	11:15 – 12:05p MATH 1110	11:40 – 1:25p DEA 2730	11:15 – 12:05p MATH 1110	
12pm		12:15p – 1:15p Lunch		12:15p – 1:15p Lunch		12:15p – 1:15p Lunch	
1pm							
2pm			1:30p – 2:30p Lunch		1:30p – 2:30p Lunch		2p – 3p Call Mom
3pm		2:30p – 3:20p LANG 1101	2:30p – 3:20p LANG 1101	2:30p – 3:20p LANG 1101	2:30p – 3:20p LANG 1101	2:30p – 3:20p LANG 1101	
4pm		3:25p – 4:25p LANG 1101		3:25p – 4:25p LANG 1101			
5pm	5p – 6p Go for a Walk						
6pm		6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	
7pm							
8pm		7:30p – 9p Club Meeting		7:30p – 9p Club Meeting			
9pm						8p – 10p Friend's Surprise Party	
10pm							
11pm	11p – 12 Go to Sleep	11p – 12 Go to Sleep	11p – 12 Go to Sleep	11p – 12 Go to Sleep	11p – 12 Go to Sleep	11p – 12 Go to Sleep	11p – 12 Go to Sleep

- Create a **weekly routine**, including time for classes, work, clubs, meals, socializing, relaxing, and sleep.
- Think about your **school day like a work day**, and use breaks between classes for academic work.
- Be sure to **save time for fun too!**
- Set and keep a **regular sleep schedule**, aiming for 7-9 hours per night.
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Make a daily to do list.

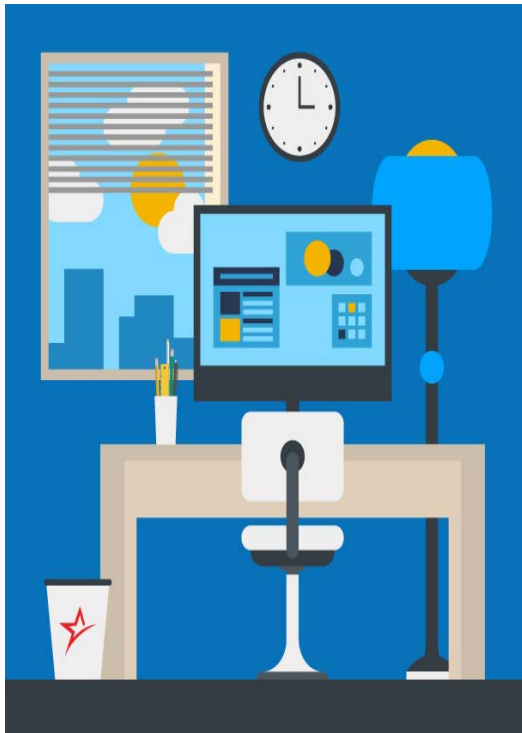


Research shows that writing down what you need to do **increases your chances of accomplishing it.**

- Make a new list **every day.**
- **Prioritize** items on the list.
- **Estimate** how long it will take to complete each item.
- **Break down** big tasks into manageable steps.
- If it feels unmanageable, add in **periodic rewards** (coffee, short walk, etc.).

The simple act of writing down all that you have to do can help you feel **more capable and in control.**

Create a study space.



Designate a space as your study zone. After repeated usage, your brain will remember that it's time to get down to business when you enter that space. Consider:

- **Eliminating clutter** – If there's clutter around you, it usually means you're trying to do too much at once. When you're studying, only keep necessities near you.
- **Choosing a spot by a window** – Sunlight brings warmth into a room and helps you stay awake.
- **Being comfortable but not too comfortable** – Dressing like you're going to class when you study will signal to your brain that it's time to work, not lounge.
- **Swapping music for ambient noise** – Lyrics can be distracting. Try listening to ambient noise or even music without lyrics while studying.
- **Bringing your own beverage** – Having water, coffee, or tea on-hand keeps you alert.

If you've created an awesome study space, it makes sense that you'll want to spend time there; do your best to limit that space to studying. Doing so will strengthen the association between that space and learning.

SOMEHOW I MANAGE...

Time Management Tips



Silence social media.



It's easy to get distracted by social media. Get ahead of that tendency before you start studying and ditch the distraction. Consider:

- **Silencing your phone** or turning it on Airplane or Do Not Disturb mode.
- **Closing tabs** to email, Facebook, Twitter, Instagram, etc.
- **Deleting** unnecessary apps.
- **Setting a limit** on how many times you check your email or how long you spend on social media every day and sticking to it.
- **Blocking** or fully deactivating your social media accounts during crunch times.

When you can't get started...

Ask yourself, "What's making me procrastinate?"



- **"I'm overwhelmed."** – Use time management tools to visualize and prioritize your responsibilities. Once you understand your available time, you can make a plan.
- **"I'm stuck."** – If you don't know what to do next for an assignment, reach out to your professor, TA, or classmate for guidance. Asking for help is a sign of intelligence and strength.
- **"I'm afraid of making a mistake."** – Successful people say what they learned from their mistakes enabled them to succeed. Give yourself permission to be imperfect so you can open yourself up to learning.
- **"This is boring."** – Break up your work into one or two hour blocks. Intersperse working on a dull assignment with working on a more interesting project or take purposeful breaks.
- **"I need a deadline hanging over me to stay motivated."** – Set deadlines for yourself. If your paper is due in a week, tell yourself you need to have an outline done by tomorrow.

When you're distracted...

Try this:

- Go to your **designated study space**.
- Take **purposeful breaks**. Sometimes a shift in attention can increase your overall productivity. Reward yourself with a refreshing, time-limited break (calling a friend, going for a walk, watching one short Netflix episode, etc.) after completing a certain amount of work.
- **Work with a friend** who will *actually* help you stay on task.
- **Say "no."** Sometimes you need to say no for your own well-being. Low priority responsibilities can be shifted. Good friends will understand if you need to turn down an invitation.



Don't give up.

If you're struggling to manage your time, resources are available.



- Learning Strategies Center
lsc.cornell.edu
- Knight Writing Institute
knight.as.cornell.edu
- Office of Academic & Diversity Initiatives
oadi.cornell.edu
- College Advising Offices
- Supplemental Courses
- Tutoring
- Study Groups