Top 10 List for Time Management Strategies

1. Commit to study 3-4 hours/day & stick to it! If needed, build in an accountability partner or meet regularly with AESC academic counselors. Track how much you are studying.
   - Create (1) DAILY/weekly schedule; (2) Semester at a glance; (3) to do lists

2. Get 7-8 hours of sleep/night

3. Get to class every day and be engaged

4. Study during your most awake and efficient times

5. Learn to say no

6. Rise early

7. Don’t multitask

8. Limit text responding/e-mail checks to 2-3x/day

9. Use “dead time” wisely

10. Take time for self-care, mental health and “down time”