

The Learning Center

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Time Management Handout

Step 1: Create a Semester Schedule

- Record known class assignments including quizzes, tests, projects and papers.
- Record co-curricular activities such as work, sports, etc.
- Update your schedule every week

Step 2: Assess and Plan Your Schedule

- Estimate how long each task you have will take.
- Identify on which day you will accomplish each task

Step 3: Adjust Your Schedule Daily

- Write out a daily schedule at the beginning of each day. Be sure to include uncompleted tasks from previous days.
- Assess your priorities. Use the ABC system
 - A= most important task
 - B= less important
 - C= least important

Step 4: Evaluate Your Schedule

- Look at your schedule each morning
- Look at your schedule each night
- Evaluate where you are wasting time and adjust