



Steps to **SUCCESS**

Time Management Skills



Empowering People

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The mission of the Student Success Center (SSC) is to support the college's learning environment and promote student success through graduation and beyond. Your future is our vision. We have a variety of student services and open computer labs to help you reach your goals.

Various locations are open throughout the campus, and SSC Specialists and/or peer tutors are available to support students in different disciplines, including:

- Math
- Writing
- Reading
- Study skills
- Speech

Students are seen by appointment or on a first-come, first-served, walk-in basis, depending upon tutor availability.

Please call (618) 468-4SSC (4772) or visit www.lc.edu/ssc for locations and availability.

*Brochure adapted from St. Charles Community College's ACE Center brochure.

Time Management Tips



1. Create MONTHLY schedule.

- The monthly schedule is meant for you to be able to see what's coming up at a glance.
- Include due dates for assignments, important projects, and any major life events.

2. Create WEEKLY schedule.

- A weekly schedule can help you stay on top of upcoming tasks, and help you allot time each day in order to complete them.
- In your weekly schedule, record:
 - Work hours
 - Class time
 - Family time/events
 - Time for breaks, meals, working out, chores, napping, and sleeping
 - Outside commitments such as church, dinner parties, volunteer work, sports
- When scheduling anything school-related, remember:
 - Schedule time to study and go back over notes before and after classes.
 - Schedule study time for your hardest classes at times when you are most alert.
 - Give yourself at least two hours of study time per each hour of class every week.
 - Make sure you take breaks during study time – a 10-15 minute break for every 50-60 minutes of studying.

3. Create DAILY schedule.

- Write down all your tasks for the day that you need to complete.
- Prioritize your tasks.
- Cross off items you've completed as you go.

Time-Saving Tips

1. **Just say “no.”** Learn to turn people down when they ask you to do something. If your friends want to go out for the night, but you have scheduled study time for biology, saying “no” will keep you on track with studying.
2. **Avoid procrastination.** If something needs doing, it’s not going away just because you decided to binge-watch season one of *Breaking Bad*.
3. **Stop agonizing.** You’re wasting time crying about having to study for your math final.
4. **Realize that you don’t have to be perfect.** You can kill many hours trying to achieve perfection, and sometimes perfect means just getting something done.
5. **Delegate.** If you have laundry to do, and a perfectly able-bodied spouse or child sitting on the couch when you should really be working on your sociology paper, have them do the laundry.
6. **Similar tasks should be done together.** If you have to run to the grocery store for milk, the post office for stamps, stop at Target to return something, and get an oil change, schedule those things all in a block to get them done quickly and efficiently.
7. **Prioritize.** Is it really important that you organize your desk when you should really be writing your English paper? Get your priorities in line.
8. **Don’t overschedule yourself.** Make sure you have time for breaks and meals.
9. **Don’t overcommit.** To help avoid overscheduling, don’t commit to things you have no time for. It’s great that you want to help save the whales, but you have a speech to write.
10. **Ask for help.** If you don’t know what you’re doing with an assignment, get help. It’s better to get clarification up front rather than spend your time doing something completely wrong.