

## Time Management & Prioritization: Ten Practical Suggestions

The Learning Center (LC) has compiled a series of resources intended to assist you in effectively managing your time and priorities. This is an essential skill for students since priorities change every semester. They sometimes change *within* a given semester. This handout presents ten practical suggestions to assist you in reflecting on and further developing your own approach. All mentioned handouts and resources can be found here: <https://myusf.usfca.edu/lwsc/studyskills>.

- 1. Identify your preferred platform to maintain a consistent schedule** (daily, weekly, and/or monthly). This may include a calendar, planner, post-it notes, etc. This may also be virtual or on-paper (or a blend). The key is to have your schedule easily accessible and revisable.
- 2. Set reminders.** There are many ways to set reminders for tasks or events that can keep you moving forward. Explore methods to find one that works for you, as this may free up space in your mind to focus on other important priorities.
- 3. Be aware of your “prime time” within the day.** When do you feel most focused or most confident in your abilities? What do you prefer to do during certain junctures of time in a given day? These are key considerations to increase productivity.
- 4. Categorize your goals by short-term, intermediate, and/or long-term to inform your scheduling needs.** Make your goals actionable. Consider utilizing the LC’s [“7-Step Goal-Setting” worksheet](#) as a starting place.
- 5. Prioritize your “major” and “minor” events or responsibilities based on urgency and importance.** Consider utilizing the LC’s [“Prioritization Parts I and II” worksheet](#) for structure.
- 6. Review your syllabus and create deadlines that work for you before actual deadlines.** This can be an effective way to avoid surprises and to have a safety cushion within your schedule. Additionally, pay attention for syllabus changes or updates since this is common.
- 7. Create an action plan that includes specific blocks of time for studying, work hours, and other priorities.** Consider utilizing the LC’s [“7-Day Study Plan”](#) as a template and guide.
- 8. Take note of your professors’ designated “office hours” and try to reserve those times in your schedule, just in case.** These opportunities can provide time to actively engage in course material and can be essential for clarification on upcoming assignments/tests. Consider preparing with the LC’s [“Faculty Communication”](#) or [“Preparing for Office Hours”](#) handouts.
- 9. Explore your preferred type of study place and/or study space set-up.** What type of space is conducive to focusing/productivity for you? Where do you get things done? Where do you find yourself easily distracted? The LC has a [“Where should I study next?”](#) handout to assist students in exploring this topic.
- 10. Focus on progress over perfection.** Small steps can make a big difference. Schedules will change and some days you may get less done than you planned. Normalize that priorities may need to be shifted around. Every plan should allow for flexibility and revision.

This handout is a compilation of suggestions from Learning Center staff members who deliver Academic Skills Coaching (ASC) appointments. Make an ASC appointment here: <https://myusf.usfca.edu/lwsc/studyskills>