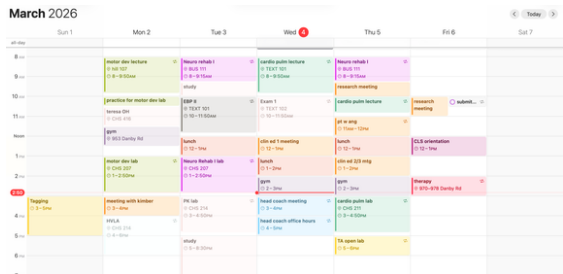


ACADEMIC SUPPORT CENTER TIME MANAGEMENT



TIME BLOCKING

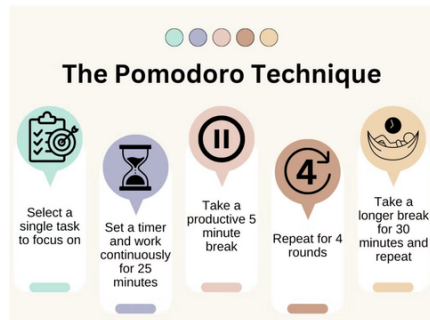
Divide each 24 hour day into hour or half hour increments. Estimate how long each task will take and fill them into those blocks. Make sure to take breaks as needed and adjust your schedule when you need to

My study plan:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Neuro Rehab I	Motor Dev	Neuro Rehab I	Cardio Pulm	EBP II	Neuro Rehab I	Motor Dev
Cardio Pulm		EBP II	PK	Motor Dev	Cardio Pulm	PK
		PK				EBP II

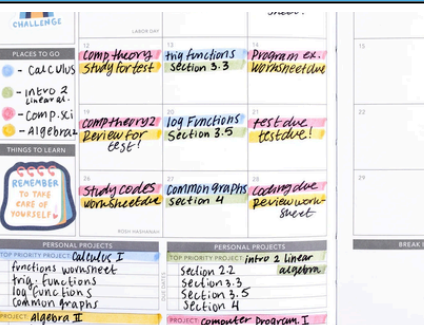
CREATE A WEEKLY SCHEDULE/STUDY PLAN

Plan to study or do assignments for a few classes each day of the week. Focus on important/time-sensitive things first and try to stay consistent.



POMODORO METHOD

Study for longer periods by taking consistent breaks. 25 minutes of work with a 5 minute break is the classic Pomodoro method, but play around with time to see what works best for you!



USE A TO-DO LIST OR PLANNER

Keep track of assignments, rank in order of priority and get the satisfaction of crossing them out when you complete them!



TASK BATCHING

Group similar tasks and complete them in one (or more) focused session. This is great if you don't like bouncing back and forth between task types

WANT AN APP TO HELP?

- Use google, apple or outlook calendar
- Search youtube for pomodoro timers
- Flora, Studios, Be Focused (apps)