



**Getting the most of what you want out of your time starts with good time management. The first step is deciding what it is you want to do.**

- **Write out your goals and dreams.** Figure out where you are right now in terms of achieving those goals and what you need to do to get to them. One of your first steps toward your goals might be asking someone else what they think you need to do – there are a lot of experts on campus to talk to!

The next step is planning time to work on achieving your goals  
(break your goals into manageable chunks).

- **Pick up a Quarterly Calendar** from the Tutorial Center. Write in all of your tests, quizzes, paper due dates and other important events. (Go ahead and add birthdays, weekends home, sporting events, plays etc. – time management is not about punishment!)
- The Tutorial Center also has **Weekly Calendars**. Fill in your class meeting times, work hours, study groups, volunteer time, club meetings, study time, meals, social time, exercise (fun stuff) etc. You should schedule an average of two hours of study time for each hour in class. In other words, if you are taking 15 credits, you should schedule an average of 30 hours of study per week. Of course, some classes might require more study time while others might require less.
- **Fill out the “To Do List” regularly and check it each time you sit down to study.** Now you know what you need to do during all those study hours!

When you have blocks of unstructured time, you can also ask yourself the question,  
**“What can I do right now to get closer to my goals?”**

