The most important thing for you to manage your time is to **establish priorities**. Here are some helpful suggestions.

Think about how much time you have in the day:
- How much time do you work?
- How much time do you need for your family?
- How much time do you need for your friends?
- How much time do you have left?

Next, think about what you can do with the remaining time:
- How many classes can you handle with this time?
- How much time do you need to study for each class?
- If you find that you don’t have enough time to study, you have to think about your priorities and learn to set realistic goals.

Speak with an academic counselor about your schedule and have him or her help you plan a realistic class schedule. Then, consider the following strategies:

1. **Keep a monthly and daily calendar and a to do list.**
   - This will help you set long and short term goals.
   - Use the monthly calendar to plan ahead for exams, projects and events.
   - Use the daily calendar as a to do list to help you remember what you need to do each day.
   - Write down things that need to be done and check off what you have done.

2. **Identify your optimal study time.**
   - Ask yourself when is your best study time.
   - Ask yourself when do you have the time to study.
   - Once you identify a few hours, list them and establish specific study times.
   - Keep in mind that studying after a full day of work and classes is not an optimal time to study.
   - Identify times when you are rested and can devote your time to homework.
   - If you can’t find time, PRIORITIZE!
   - Cancel your plans that are not priorities and use that time to study.
   - If you can’t cancel anything, you have to rethink your priorities and decide what comes first and what will have to wait.

3. **Use your study time effectively.**
   - Your study time is just that—your study time.
   - Don’t do anything but study.
   - Study in a place where you will not be distracted.
   - Make arrangements, so others won’t distract you.

4. **Schedule time to rest and eat!**
   - Prioritize time for sleeping.
   - Try to eat balanced meals.
   - If you cook, make double servings and freeze meals for days you don’t have time to cook.
   - If you don’t cook, choose healthier alternatives for your meals and snacks.
5. Take better in class notes by rewriting and expanding them to help you review and fine tune information.
   a. Learn how to read your textbook more effectively by taking notes as you read.

6. Make time to meet with a tutor or your professor.
   a. Never wait until the last minute to get help or ask questions. A tutor and your professor can help you if you get stuck on a problem or a paper.

7. Try to develop study groups.
   a. Ask classmates if they would like to study with you.
   b. Find peers who are willing to contribute and participate equally.
   c. Prepare an agenda for each study session and stick to it.
   d. Share study strategies.
   e. If you find that you work better alone or that your study group is not sticking to the agenda, study alone.

8. Here are some time saving study strategies.
   a. Breakdown what you need to remember and create a realistic schedule to review material.
   b. Develop notes, flash cards and other memory aids to help you remember.
   c. Study anytime you have time.
   d. Avoid studying at the last minute or for long periods of time.
   e. Find a quiet place to study and limit distractions.
   f. Share what you have learned with others. Consider tutoring your peers or sharing information with family or friends as a way to put your knowledge to practice while reviewing concepts.