

Time Management

1. Semester Planning

- a. Best done at very beginning of the semester so that nothing gets forgotten.
- b. Start by recording all your official due dates (from your syllabuses) into a master calendar or [Semester Due Date Tracking form](#) , where you can view all at once. This should include tests, exams, assignments, readings, etc.
- c. You can customize it with colour codes, decorate, etc. to make it work best for you.
- d. If there is a time associated with a deadline, indicate this as well.
- e. If you have a test with a range of dates to write, pick your date ahead of time (this will help with planning and studying). We do not recommend choosing the last day.
- f. If something new comes up, be sure to add it right away.

2. Chunking

- a. Best done at the very beginning of semester, or as soon as the “assignment” is announced. This will allow you to complete the bulk of the planning before your schedule starts to get more loaded with work.
- b. Break down larger assignments into smaller chunks that can be completed in a sitting or two. Sometimes, it takes a few rounds of chunking to get down to these small chunks we are looking for. Example provided at end of document.
- c. Set smaller due dates for these chunks and add them to your Semester Planning.
- d. Estimate the length of time each “chunk” may take you, so that you can schedule it into your day as the deadline approaches.

3. Weekly planning

- a. Try 2 weeks at a time (and modify to fit you), focusing on the current week and week after that.

- b. Set aside time once a week to do Weekly Planning.
- c. Create a [Weekly Schedule](#) for the upcoming week you are about to start (going forward this will just be updating the planner you created a week in advance) and the week after that.
- d. First enter in all mandatory items (ex: class times, work, meals, etc.). This will ensure your time is set aside for these tasks and gives you a better idea of what time you have left. Consider including details like transportation time.
- e. Now, fill in specific study/ work time based off upcoming due dates from your Semester Planning. You have already broken large tasks down into smaller chunks, so the hard work is done.
- f. You should be able to complete a very detailed weekly plan for the upcoming week, and perhaps a skeleton plan or penciled-in plan for the following week.

4. Daily to-do list

- a. Best done the evening before, or morning of.
- b. Create a list of to-dos for the day. Major items should be in your weekly planner, but the to-do list will allow you to add more detail.
- c. As you complete the items, you can cross them out, check them off, or whatever process you prefer. This is a great motivator and tracker.
- d. This also allows you to take inventory of things you did not get to the day before and transfer them to today's list.
- e. It may be a good idea to have a future to-do list as well. That way, if another item pops into your mind while planning (or while working), you can record it and act on it later.
- f. Check this list throughout the day (you can even set alarms on your phone throughout the day to get into the routine). This will help you stay on task, prioritize, and plan.

Example: "Chunking rounds" – Ex: Research Paper

Chunking round 1:

- Understand assignment
- Pick topic
- Research
- Pick sources
- Make outline
- Write draft
- Revise
- Have a friend edit your paper

- Revise

Chunking round 2:

- Look over requirements of assignment and ensure you understand the directives and purpose (ask professor for clarity if needed)
- Do you choose your own topic? Do you choose from a list? Look into the topic options and chose one of interest to you. If you are unsure about your topic choice, book time with your professor or teaching assistant.
- Research – University of Lethbridge library
- Research – Google scholar
- Research – Lethbridge Public Library
- Research – Review your research and chose your top sources for your paper. Record the citation information and where important information can be found (page number and brief description).
- Create an outline for your paper, including where source information may fit in.
- Write a draft of your introduction with thesis.
- Write a draft of your conclusion.
- Write a draft of your body paragraphs with sources.
- Create your Bibliography.
- Read your paper out loud to yourself and make revisions
- Provide your paper to a trusted editing friend to review (decide if you require or prefer a friend with background knowledge or not for this particular paper).
- Make corrections as you see fit and review again.
- Ensure formatting is correct and consistent
- Submit your paper.