Even though you may have a million other things going on, it’s important to remind yourself why you’re in college in the first place: to graduate. Consequently, your academic work should always come first when it comes to prioritizing your time.

When looking at your schedule for the week, figure out what your academic commitments look like. What time do you have classes on campus and what days are assignments due in online classes? How much homework do you have to do? What assignments are due? When do you have major exams or quizzes?

If you need to, work backward: If you have an exam on Friday and think you need three hours to study for it, block off an hour on Tuesday, Wednesday, and Thursday for study time. And keep those appointments with yourself just like you would anything else on your calendar.

Use the Time Management Handouts to track your academic and personal time!