It’s an unrealistic expectation to think that you can study, go to class, and work all day, every day. Your brain needs a break, too! Make sure to allow yourself time to go to a movie, attend a social gathering with friends, or just hang out for an hour or so at night with a significant other.

Doing things that make your personal time more enjoyable and not totally focused on school—can actually improve your productivity when working on projects later.

When looking at your calendar, write in your personal commitments, and make sure to leave some time for just hanging out. But make sure to put in start and stop times, too.

- Use the Time Management Handouts to track your academic and personal time!
- Check out the Rasmussen Blog to read about how other students manage their time: