

Did You Know? A Bimonthly Column from:
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Did you know that time management may be one of the most difficult struggles that students face in whether or not they are successful in college?

Many students at UConn are trying to balance classes, studying, working, and trying to find time to spend with friends, family and oneself. Often students find it difficult to manage all of these areas. However, it is a new semester and perhaps some time management tips may help.

1. ***Set Goals.*** Determine exactly what you want to accomplish. This may be what you want to accomplish in a day, a week or in the semester.
2. ***Prioritize your tasks.*** After you know what you want to accomplish, decide which tasks are more important and which tasks can wait.
3. ***Stay focused.*** Complete one task before you move onto the next one.
4. ***Organize.*** Most of us keep a calendar so that we can keep track of our tasks in a timely manner. You can include the due dates of assignments, study times etc.
5. ***Know when you are most productive.*** Each of us has a time of the day when we are most productive. Use the time of the day when you have the most energy to do the most difficult tasks.
6. ***Avoid Procrastination.*** Procrastination can be the downfall for any of us, so stick to your plan!

If you need help in managing your time, you may want to contact ***your student assistance counselor. The services are free and confidential to all UConn Waterbury students.***

