Time Management in Graduate School: Keys to Finding the Winning Balance

Without an adequate time management plan and time management skills, graduate school can be a daunting, and at times, insurmountable task. This workshop will discuss tools such as goals and priorities, to do lists, study tips, and creating a life balance.

**Goals and Priorities**
Identify your primary and secondary goals and priorities and how they will fit into your time management plan. Primary goals should consist of coursework, job/career, family, health/well-being. Secondary can consist of exercise routine, social time, errands and day-to-day functions, and any extra-curriculars.

At the beginning of each week, develop your to-do list and label items as:
- A – top priorities
- B – less important items
- C – least important items

Your to-do list should be incorporated into an overall time management plan based on your week, month, and semester.

While prioritizing your school work, make sure not to:
- Wait to organize class materials, research, and readings
- Underestimate the time to complete assignments for class
- Wait until something is due before looking for assistance

**Study Tips**

**#1 Comfort**
- Choose a location for studying that best fits your needs
- Not having a stable and comfortable study spot can lend to bad study habits and a longer timeframe to complete assignments

**#2 Time of Day?**
- Are you a morning or night person?

- Ineffective studying happens during hours you are not at your full potential

**#3 Difficult Subjects First**
- When you are fresh, you can process information more quickly and focus on difficult subject matters. Then move onto easier topics
- Don’t procrastinate the harder topics

**#4 Make it Short**
- Study in shorter time place and allow yourself to step away for brief brakes

**#5 Disconnect**
- Turn off your cell phone
- Decrease the use of social media

**Create a Life Balance**
Create a life balance between work, family, school, and you. Make sure to:
- Stay healthy with your diet, exercise, and sleep
- Take time to socialize and have fun
- Combine smaller tasks together
- Set aside time for yourself to refresh and refocus
- Say no once in awhile… it’s ok!

To maintain an effective time management plan in graduate school, make sure to:
- Set your goals and priorities
- Use a personal scheduling system
- Keep communication open with family and friends
- Incorporate effective studying techniques
- Stay away from procrastination
- Balance your life