

7 Time Management Tips For Juggling Everything

Many college students begin college and suddenly find themselves faced with too much work and too little time. They have four or five classes, a full-time or part-time job, spouses or significant others, children, extra-curricular activities and club memberships, and much more. Quickly, many college students become over whelmed!

What part of my life is more important? What do I do first? How can I do it all? These are common questions of college students. If your life is very busy, you will need excellent organizational skills in order to do it all.

Here are some tips:

- Learn to ask others for help! You are not Superman or Superwoman. College will only (we hope!) take up a few years of your life. Talk with spouses, significant others, parents and friends. Enlist their help while you are in college with:
 - meal preparation
 - picking up/taking children to and from activities
 - emotional support
 - household chores
- Make a list of your priorities - what has to come first, what can come last
- Determine what can be put "on the back burner" during your college career
- Buy a calendar or day planner and list every class you are taking, every ballgame you need to chauffeur children to, every church meeting or social obligation, etc. Schedule everything!
- Make sure that you write down each day when a test is scheduled. Look at your calendar (or day planner) everyday. You can plan your study time better if you have a good sense of when tests will be administered! Schedule time every day for studying. If you have family obligations, it is often useful to set a time to study in the library and get most of your homework done during the day so that you are available to your family or with your job in the evenings.

- Very few students (but you may be one of the few) are really good at 2:00 a.m. Part of managing your time effectively is getting a good night's sleep so that you are ready to face each day's obligations.
- Realize that you cannot do it all. Allow yourself freedom to not be perfect. You cannot be Super Mom, Super Wife and Super Student! Earning a "B" once in a while has never actually killed anyone.

To sum it up, get enough sleep, keep a calendar to schedule everything, (even study time) and realize that you cannot do it ALL! For more information on time management, visit the following websites:

<http://www.gmu.edu/gmu/personal/time.html>

<http://www.dartmouth.edu/~acskills/success/time.html>

<http://www.studygs.net/timman.htm>