



# TIME MANAGEMENT DO'S AND DON'TS CHECKLIST

Ready to tackle the fall semester? Start with a plan. Whether your campus will be fully online, in person, or a hybrid of the two, here are some universal do's and don'ts to help make the transition a even more seamless!

## DO'S

- CHUNK YOUR TIME**  
When it comes to learning and studying focusing on the same topic for longer than 50 minutes becomes less effective. Try using the Pomodoro Technique instead! Focus on one task for 25 minutes, then take a 5-minute break away from your work area. After your 4<sup>th</sup> Pomodoro take a longer break for 15-30 minutes. You'll be able to hyper focus and get more done this way!
- CREATE CHECKLISTS**  
Not only should you create checklists, you should prioritize them as well. Start by assessing the amount of time it will take you to complete each task. From there you can determine time slots in your schedule that allow you to complete each specific task. Plus, once it is complete you can cross it off your list!
- HAVE A ROUTINE**  
In a time where your routines have likely been interrupted, creating a routine can help drive you toward success. Having a routine leads to better sleep, health, and stress levels. Start by mapping out your week, include reoccurring events, classes, and meetings. Then fill in the extra time with meals, studying, work, exercise, and sleep. It doesn't have to be rigid or boring either, make your routine work for you!
- USE A PLANNER**  
If you don't already have a planner, get one! Use it to keep track of important deadlines, events, and assignments. At the beginning of the term use the class schedule to fill in your planner with your important tests, exams, and final projects. Throughout the term you can fill it in with daily and weekly assignments.
- EMBRACE VARIETY**  
Variety is the spice of life! Don't forget to use it! Study one topic for one Pomodoro and another topic for the next. Take your studying outdoors or to the library. Switch up your workout routine. Try something new to eat. It doesn't have to be anything major, just allow yourself to try new things and see what works best.

## DON'TS

- MUTLI-TASK**

Multi-tasking actually makes you less effective. Your brain can only focus on one task at a time. If you are multi-tasking the task will likely take longer, and the final product may not be to the standards you wanted.
- STAY UP ALL NIGHT**

Sleep is the way your body resets every night. Without that reset your body's ability to perform basic tasks becomes impaired. If you are staying up all night to study odds are, you'll be more stressed, unable to remember what you studied and an increased risk of sickness and infection. During sleep our bodies perform necessary functions including hormone regulation, long term memory storage, and immune system boosting. Sleep deprivation leads to an increase in cortisol (stress hormone) levels, a decrease in information stored in our long-term memory, and a decrease in the ability of our immune system to fight infection, inflammation and trauma. If you have to stay up, try to get at least 4.5 hours of sleep as that is what is necessary for your body to perform those functions on a basic level.
- BE SO HARD ON YOURSELF**

This first term back may be challenging and that is okay. You may not have it all figured out right away, but it is important for you to give yourself time to process this new experience. It will be a learning experience for everyone and there isn't a manual on how you should respond. Take things one day at a time, do the best that you can, and be graceful with yourself and others.
- SKIP MEALS**

You need to eat for your body to function. When you don't, your body starts to preserve energy and it makes it harder for you to focus on anything other than how hungry you are.
- MIX WORK AND HOME**

Try to keep your workspace separate from your relaxing space (e.g. your bed, couch, video game chair). When you work in a space that has been designated for relaxing your brain does one of two things. It either goes into relaxation mode or it associates those spaces with work. Both aren't ideal because you will either feel sleepy while working, or you will feel like you should be working while relaxing. Creating a designated workspace will reduce the chances of this happening and will promote a more balanced lifestyle.