

As a student, you're juggling more than just course commitments. There's work, self-care, family & friends, clubs & organizations, & more. *Effective time management is a complex process!* Here, we share strategies & techniques that can take you from routine → increased → maximum efficiency. But remember: ideally, you'll only need to work at maximum efficiency every so often, during short, high-intensity periods. If you find yourself at the max all the time, evaluate your commitments & see where you might be able to make adjustments.

Take a look below, and then try increasing your own efficiency on the next page. →

**ROUTINE EFFICIENCY**

**INCREASED EFFICIENCY**

**MAXIMUM EFFICIENCY**

TIME	ACTIVITY
7:30-8:00 AM	Dress & ready
8:00-8:30 AM	Breakfast
8:30-9:00 AM	Check email/Instagram
9:00-9:50 AM	MTH 251: Diff Calc
10:00-10:50 AM	WR 224: Intro Fiction
11 AM-12 PM	Lunch/open
12:00-1:50 PM	PSY 330: Brain & Behavior
2:00-3:50 PM	Work @ ASC
4:00-4:50 PM	WGSS 321: Queer Pop Cul
5:00-6:00 PM	Dinner
6:00-6:50 PM	Netflix—Stranger Things
7:00-8:50 PM	PAC 149: Salsa II
9:00-9:45 PM	Nap
9:45-10:15 PM	Study PSY 330
10:15-10:45 PM	MTH 251 HW
10:45-11:15 PM	Outline story
11:15 PM-12 AM	Read for WGSS
12:00-7:15 AM	Ready for bed & sleep

TIME	ACTIVITY
7:30-8:00 AM	Dress & ready
8:00-8:30 AM	Breakfast & email & Insta
8:30-9:00 AM	Preview MTH concepts
9:00-9:50 AM	MTH 251: Diff Calc
10:00-10:50 AM	WR 224: Intro Fiction
11 AM-12 PM	Lunch/open
12:00-1:50 PM	PSY 330: Brain & Behavior
2:00-3:50 PM	Work @ ASC
4:00-4:50 PM	WGSS 321: Queer Pop Cul
5:00-6:00 PM	Dinner & Stranger Things
6:00-6:50 PM	MTH 251 HW
7:00-8:50 PM	PAC 149: Salsa II
9:00-9:20 PM	Power nap
9:20-10:00 PM	Study PSY 330
10:00-10:45 PM	MTH 251 Practice Probs
10:45-11:15 PM	Outline story
11:15 PM-12 AM	Read for WGSS
12:00-7:15 AM	Ready for bed & sleep

TIME	ACTIVITY
7:30-8:00 AM	Dress, ready, review PSY notecards
8:00-8:30 AM	Breakfast & email & Insta
8:30-9:00 AM	Preview/explain MTH concepts
9:00-9:50 AM	MTH 251: Diff Calc
10:00-10:50 AM	WR 224: Intro Fiction
11 AM-12 PM	Lunch & PSY flashcards
12:00-1:50 PM	PSY 330: Brain & Behavior
2:00-3:50 PM	Work @ ASC
4:00-4:50 PM	WGSS 321: Queer Pop Cul
5:00-6:00 PM	Dinner & outline story
6:00-6:50 PM	MTH 251 HW
7:00-8:50 PM	PAC 149: Salsa II
9:00-10:00 PM	Study PSY 330 +(5 min break)
10:00-10:45 PM	More work on story
10:45-11:15 PM	MTH 251 Practice probs
11:15-11:20 PM	Take a quick walk & stretch!
11:20 PM-12 AM	Read for WGSS
12:00-7:15 AM	Ready for bed & sleep

- Making time for sleep & meals
- Making time for study/work for each class
- Making time for down-time activities

- Combining tasks & activities with meals
- Reducing down-time activity length

- Finding time in routine tasks for additional study
- Removing downtime activities altogether
- Taking short, intentional breaks

**STAY PRODUCTIVE**  
  
**USING TIME EFFECTIVELY**

Take a look at the strategies below. Take your schedule from routine efficiency to increased efficiency by recognizing where you have the opportunity to make adjustments, overlap activities, and re-prioritize.

**ROUTINE EFFICIENCY**

- Make time for sleep & meals
- Make time for study/work for each class
- Make time for down-time activities

**INCREASED EFFICIENCY**

- Combine tasks & activities with meals
- Use travel time (safely) to explain concepts and make connections
- Reduce down-time activity length

TIME	ACTIVITY	TIME	ACTIVITY