Time Management Basics

Chop It Up

Chop up your large assignments, projects, and study time into smaller tasks.

Focus on one task at a time.

Write it down and cross them off as you go!

15 Minute Rule

People are notoriously bad at estimating their time - they either overestimate or underestimate (usually both).

Set a timer for fifteen minutes and focus all of your attention towards one singular task.

Take note how much you can accomplish in this amount of time.

Repeat as needed.

Pomodoro Method

It is difficult for humans to hold their attention for longer than 25 minutes.

Work completely focused and undistracted for 25 minutes.

Take a 10 minute break - give into those distractions - but set a timer.

Repeat 4 times, then take an extended break.

Avoid Distractions

Silence your phone and notifications. Put your phone in another location. Out of sight, out of mind.

Find a quiet place to go to class and to study that is free of visual clutter and distractions.

Do you work well with ambient noise? Download a free ambient noise app, set a YouTube video, or play classical music.

If you find something new to distract you - squash it - and return to it later as a reward.