

Tips to Manage your Time

Effectively managing your time will help you to reduce stress and maximize your ability to get good grades.



MAKE THE GRADES
Your Transition and Academic Coach

Plan your Time

One of the biggest mistakes college and university students make that cost them grades is not reading an assignment in detail.



The Students Life Saver

Create a one page calendar with all of your courses listed on the top. Then write all of the assignments, tests, or labs under each course for each week.



These are the steps



#1

Assemble your syllabi and class schedule



#2

Create a semester planner (life saver)



#3

Create a weekly plan



#4

Use a daily task list

Need help managing your time?



You are not alone, the majority of college and university students struggle with keeping up with their studies .

Good news: We can help you.

