



## TIME MANAGEMENT TIPS

Time management may sound intimidating, but the reality is that time management is quite easy to tackle once you understand your schedule and begin to repeat it daily. The key to time management is to complete the same tasks on a schedule, and before you know it, you are on your way to success!

The first step you want to consider is **blocks of time**. For example, if your class is **Tuesday** and **Thursdays** you might want to devote Monday and Wednesday evenings to that course so that you are ready for class those days. The same rule applies if your classes are on **Monday** and **Wednesday**, you would devote Sundays and Tuesdays in preparation for those classes.

The second step to consider is the **best time of day** that you can devote to your studies. Say you have time from (6pm-9pm) daily that would be a **block of time**. This rule also applies to the morning/afternoons (10am-12pm) or (12pm-3pm) would be **blocks of time**. Keep in mind that this is an example. Remember to stick with the times that **work best for you**. If you have 2-3 hours a day of free time available, consider dedicating time to your studies.

The third and last step is to **stick to it!** Consider dedicating **blocks of free time**. This will ensure that you achieve academic success. Planning just 2-3 hours a day of time for your courses will greatly increase your success at Post University. If you have any questions, please feel free to email the Center as [CAS@Post.edu](mailto:CAS@Post.edu) or call 203-596-4686 or stop in. We are here to help. Get started today!