Time Management Tips

- **Create to-do lists and indicate priorities:**
  - **Priority 1** items are the most crucial. They may include attending class, completing school assignments, working at a job, and paying bills. Enter Priority 1 items on your planner first, before scheduling anything else.
  - **Priority 2** items are important but more flexible parts of your routine. Examples include library study time, completing an assignment for a school club, and working out. Schedule these around Priority 1 items.
  - **Priority 3** items are least important. Examples include phoning a friend, catching up on your favorite shows, and cleaning out a closet. Many people don’t enter Priority 3 tasks in their planners until they know they have time for them.

- **Establish a schedule and put it in writing.**
- **Minimize distractions.**
- **Create a term calendar.** Use your syllabus to write in all important due dates, deadlines, and exams.
- **Create a weekly schedule.** Don’t overbook yourself.
- **Create daily to-do lists.** Transfer tasks to the next day if something doesn’t get done.
- **Use your class time and small pockets of time well.**
- **Use your best time well.** If you’re a “morning person” complete difficult tasks in the morning.
- **Break tasks into manageable blocks.**

**Time Management Apps**

- **Evernote**: Organized your note-taking, research, and to-do list.
- **Coach.me**: Set goals, track progress, and earn rewards for sticking with it.

**COD Resources:**

- **Learning Commons**
  Student Resource Center (SRC), Room 2102
  (630) 942-3940

- **Counseling and Advising Services**
  Student Services Center (SSC), Room 3200
  (630) 942-2259

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**COD TUTORING SERVICES**

LEARNING COMMONS: ONE-STOP ACADEMIC SUPPORT CENTER

(630) 942-3686