

TIME MANAGEMENT & ORGANIZATION

Please write down some things that you want to do...

in the long term (a semester, a year or more):

in the medium term (a few weeks or a month):

in the short term (a few days):


Steps to move forward (in brief):

1st: make an honest weekly schedule.

- Map out your usual commitments in one place, including classes, practice and study times, appointments, extracurriculars, etc. You can use the [Weekly Schedule Template](#) or any other method that you prefer for this.
- Take your preferences, energy levels and capacity for work into account. People can often average around 7-8 hours per day in the long term, but this varies widely! Your schedule won't help if it's not accurate.
- Put your most important work at your best times of the day and week, and make sure all your courses get some regular attention.
- Include time for breaks and free time, as well as "flex time" for you to deal with problems and to work on long-term projects.
- If you find you're not following your schedule, check out the [Motivation and Procrastination handout](#), or join a Time Management Bootcamp: you can find them on Folio, under Learning Strategy Support.

2nd: know all of your deadlines/commitments, and map them out in one place.

- Make note of each of your course's expectations, as well as things you need or want to do outside of school (for instance, your plans with your family or friends).



3rd: figure out the steps to completing your goals: you can see the online [UTSC Assignment Planner](#) for some usual academic examples.

4th: work backwards from your deadlines to figure out what to do and when within your weekly schedule.

- Give extra time for hard steps: things like writing and problem solving can often take more time than expected.
- It's often better to have many small steps for your projects than to try to do one large step in a long stretch of time: it allows you to change tasks if you encounter an obstacle, keeps you focused and helps you sense your progress.
- When setting your goals, remember to be **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely: see the [SMART Goals Worksheet](#) for details.
- It's OK to set weekly instead of daily tasks, but make sure you follow your priorities.

5th: work on each step in order to meet your goals—and if necessary, assess and address the problem, and adjust the plan.

6th: recognize the work you've done, and celebrate your successes!

My goal is to...

**Steps required
(small is better)**

**Resources
needed**

**Estimated time, and
deadline (if applicable)**

Want to know more?

The Centre for Learning Strategy Support has resources, workshops, events and appointments to support you.

→ look us up online at learningstrategy.utoronto.ca

→ email us at clss@utoronto.ca

→ or give us a call at **416.978.7970**