

# Time Management

SCS recognizes that adult learners are often juggling school in addition to raising a family, and working full-time. Below are some tips to help you balance your life more effectively.



**Prioritize.** Make the best use of your time by making a list from highest to lowest priority. You can always move those items at the bottom of the list to the top of the next day's list.



**Make education your priority.** Yes, other things are important, family, social events, etc. Learn to say “no.” Your studies should be your main concern for the next “\_\_\_ years” until you complete your academic goal.



**Don't procrastinate.** Remember that an urgent situation to one person is not always an emergency to another. Waiting until the last minute will only add undue stress.



**Find an accountability partner.** Others will be or should be actively involved in your goals and success. This can be a spouse, partner, friend, or classmate. Having a support system translates to more study time as you can divide your obligations.



**Location, location, location.** Do not study in front of the T.V. Do not study at a computer, unless it's necessary. Do not study where there is going to be distractions. Don't answer your phone unless it's an emergency. Do study at the library if possible or at some location that is quiet with few distractions. The library link is: [www.library.northwestern.edu/](http://www.library.northwestern.edu/)



**Utilize a calendar — paper or computer.**

- Enter daily and hourly (yes, hourly) activities, sleeping, eating meals, working, family commitments, and social activities.
- Make a semester and weekly “to do list” & prioritize obligations
- Prioritize & don't procrastinate (break overwhelming tasks into smaller ones)
- Review your syllabi at the beginning of the semester & plan for quizzes, tests, midterms, projects, term papers & finals.
- Place all due dates of papers and exams in your daytimer.



**Find your best study time.**

- Try to study in short blocks.
- Be sure to take breaks.
- Be sure you're not hungry.
- Schedule time other than at the end of the evening.
- Study more difficult material first.

Feel free to contact an academic advisor for guidance and further suggestions.  
Chicago campus: 312/503-6950; Evanston Campus 847/491-5612.

